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HEADQUARTERS, FORT McCOY

REGULATION 350-2

EFFECTIVE: 1 January 1989

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PREFACE

This regulation in conjunction with Fort McCoy Regulation 385-1 are the fundamental planning and governing documents for training at Fort McCoy. The Reserve Component Support Division (RCSD) is the proponent for this regulation and solicits your support in updating and modifying it for the benefit of training units.

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT MCCOY
Fort McCoy, Wisconsin 54656-5000

Fort McCoy Regulation
No. 350-2

1 January 1989

Training
RESERVE COMPONENTS TRAINING SUPPORT

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CHAPTER I

GENERAL

1-1. PURPOSE. To provide administration and logistics procedural guidance and instruction for support of the US Army Reserve Components (US Army Reserve, ROTC, and National Guard) and Active Army elements.

1-2. SCOPE. Procedures outlined herein are applicable to Fort McCoy and all US Army Reserve Components, US Army National Guard Components, US Marine Corps Reserve, US Air Force Reserves, and all Active Component units supported by Fort McCoy.

1-3. GENERAL. The procedural instructions, contained herein, establish policy and guidance pertinent to the administrative and logistics support of US Army Reserve Component commands and units or other activities utilizing Fort McCoy facilities or resources.

1-4. DEFINITIONS. Definitions listed in AR 310-15, Dictionary of United States Army Terms, and AR 310-50, Authorized Abbreviations and Brevity Code, are applicable.

1-5. RESPONSIBILITIES.

a. A detailed listing of responsibilities for support of the FORSCOM Army Reserve Program at each level of command is furnished in FORSCOM Regulation 350-2.

b. The Reserve Components Support Division (RCSD) Directorate of Plans, Training, Mobilization, and Security will coordinate all support requests from Reserve Component and Active Component or any other activities using facilities at Fort McCoy.

CHAPTER II

SPECIAL STAFF OFFICES

2-1. STAFF DUTY OFFICER. The Staff Duty Officer represents the Commander during non-duty hours on weekdays and throughout the weekend. The tour of duty for weekdays (Monday through Friday) is 1630 through 0730 hours the following morning; Saturday, Sunday and Holidays, 0800 through 0800 hours the following morning. The SDO is the point of contact for information, Casualty Assistance coordination, emergency leaves, and other Command related items after duty hours. Units requiring SDO assistance should call Extension 2216, Bldg 100, Installation Headquarters.

2-2. JUDGE ADVOCATE. The Office of the Judge Advocate is located in Building 1347, South 11th Avenue at South "N" Street, telephone extensions 2304 or 2906. Advice and assistance to commanders and individuals are available. Resources are limited, and the service is not a substitute for premobilization legal counseling.

2-3. PUBLIC AFFAIRS OFFICE (PAO).

a. Hours of Operation:

(1) Weekdays: 0730 to 1130; 1200 to 1630.

(2) Non-duty Hours/Weekends/Holidays: On-call PAO personnel may be contacted by calling the SDO at Extension 2216, Bldg 100.

(3) Telephone Extensions: 4209/4128. Building 100, Room 203.

b. Public Affairs Officers and Commanders of Public Affairs Detachments are required to schedule a courtesy visit to the installation Public Affairs Office not later than the second day of annual training.

c. Units scheduled to conduct out-of-the-ordinary or otherwise newsworthy training should contact the editor of the installation newspaper, the TRIAD, regarding possible coverage for publication. A brief synopsis of training activities and a listing of points of contact with phone numbers should be submitted to the editor as soon as possible in advance of training.

d. Units are encouraged to submit stories, articles and photographs of their training activities to the editor of the TRIAD for consideration. The editor assumes no responsibility to return such contributions, but will attempt to do so if requested. All material submitted will be reviewed for security, accuracy, policy and propriety.

e. Units are encouraged to invite influential members of their local communities and media outlets to observe their annual training activities, but must be prepared to provide all necessary support to include an escort at all times. Units are required to notify the PAO of all actual or anticipated media visits/days at least four weeks in advance.

f. The PAO is the sole release authority for information concerning incidents and accidents involving the injury or death of military or DA civilian personnel. All other news releases will be cleared through the PAO prior to being released to external media outlets. Units, activities, or directorates receiving media queries concerning injured or deceased personnel will refer the caller, without comments, to the PAO.

g. Use of the bulletin board, located in the main gate information center, to post unit training information/notices must be coordinated through the Public Affairs Office. Should emergency training information/notices need to be posted after duty hours, contact the installation Staff Duty Officer, Building 100, to obtain a key to the center. ANY MATERIAL TAPED TO THE OUTSIDE OF THE CENTER WILL BE REMOVED.

2-4. PROTOCOL OFFICE.

a. Hours of Operation:

(1) Weekdays: 0730 to 1130; 1200 to 1630.

(2) Non-duty Hours/Weekends/Holidays: On-call protocol personnel may be contacted by calling the SDO at Extension 2216, Bldg 100.

(3) Telephone Extensions: 3607/2407. Bldg 100/Room 106.

b. Staff Duty Office (SDO). The Protocol Office will provide the SDO with pertinent information concerning VIP visitors. Information on VIP visitors will be released by the SDO to responsible individuals only on a need to know basis.

c. VIP Visits. All VIP visits (rank of O-6 promotable or higher and GS-16 and higher) by DOD, DA, FORSCOM, other MACOMs and visiting U.S. dignitaries or foreign officials will be coordinated through the Protocol Office. Other groups not within the categories listed above will be referred to the Community Relations Branch of the Public Affairs Office for a determination concerning support. This coordination must be made as far in advance as possible.

(1) Reporting Requirements. Units hosting VIP visits will provide the Protocol Office with the following information when a visit is initiated: Name; grade; title; dates of visit; and purpose of visit.

(2) Vehicle Support. If VIP vehicle support is required, the hosting unit will notify the Protocol Office in order to effect coordination with the TMP.

(3) Billeting Support. All requests for VIP quarters will be made through the Protocol Office for coordination with the installation billeting office. The Protocol Office is not responsible for room assignments.

2-5. CHAPLAIN OFFICE.

a. Hours of Operation:

(1) Weekdays: 0730 to 1600

(2) Saturday: 0730 to 1830

(3) Sunday: 0730 to 1600

(4) Telephone Extensions: 4203/3353. Bldg 2672.

b. Unit Chaplains.

(1) Will report to Installation Chapel Center (Bldg 2675) NLT 0800 hours each Saturday for an in-briefing and coordination for weekend unit area coverage. This coverage will include both MUTA and AT units on post.

(2) Will be required to serve periodically as staff duty chaplain during non-duty hours. This responsibility is necessitated by the requirement to provide chaplain area coverage to units training without an assigned chaplain (AR 165-20).

(3) Will attend Unit Ministry Team training beginning at 0800 hours each Tuesday in the Chapel Center (Bldg 2675). This training includes subject matter related to chaplain field duties and chaplain ministry objectives. Administrative time is also included to accommodate the dissemination of chaplain branch information and group discussions as required.

(4) Will provide expendable items (paper, pencils, communion wine, etc) through their unit supply system.

(5) Will inform the Installation Chaplain (Commander, Fort McCoy, ATTN: AFZR-XO-CH, Fort McCoy, WI 54656-5000) of training plans not later than ninety (90) days prior to arrival, for coordination purposes.

c. Assignment of Chapels.

(1) Chapels and related ecclesiastical equipment will be hand receipted to the requesting unit. Chapel assignment SOP is available upon request.

(2) Chapels will be requested not later than ninety (90) days in advance, using Fort McCoy Form 38, Support Request.

d. Installation Religious Services. Protestant and Catholic services will be conducted in Chapel No. 1, Bldg 2672. A schedule of services can be obtained by contacting the Installation Chaplain's Office in Bldg 2672 or by calling AVN 280-4203/3353, Commercial (608) 388-4203/3353. Information pertaining to unit service schedules will be coordinated at the in-briefing and UMT training sessions.

2-6. SAFETY OFFICE.

a. Hours of Operation:

(1) Weekdays: 0700 to 1630

(2) Non-duty Hours/Weekends/Holidays: The Staff Duty Officer (SDO), Ext 2216, Bldg 100, will be notified when an accident resulting in a fatality, permanent disability, or equipment damage in excess of $1,000 occurs.

(3) Telephone Extensions: 3403/2503. Bldg 1559.

b. The Safety Office will conduct safety briefings for all unit safety officers on the first Monday after arrival for training at 1330 hours in Building 1501. The unit safety officer must attend the safety briefing or will ensure contact is made with the Safety Office as soon as possible, but not later than three (3) days after arrival at Fort McCoy.

c. IAW AR 385-40, Accident Reporting and Records, DA Form 285 (United States Army Accident Investigation Report) will be submitted through proper command channels by the unit safety officer when an injury or occupational illness results in 24 hours or more away from duty or there is equipment damage in excess of $1,000. An information copy of each DA Form 285 must be provided the Safety Office prior to clearing.

d. Assistance is available from the Safety Office to support all training operations. Support includes safety review of training exercises and high risk activities, reference/promotional materials, safety program reviews, and accident investigation/reporting assistance.

2-7. INSPECTOR GENERAL. Hours of Operation:

a. Weekdays: 0730 to 1600

b. Non-duty Hours: By appointment.

c. Telephone Extension: 3939. Bldg 1346.

CHAPTER III

DIRECTORATE OF RESOURCE MANAGEMENT

3-1. FINANCE AND ACCOUNTING (EXTENSION 2211).

a. USAR Support.

(1) The Fort McCoy F&AO will function primarily under a mechanized payroll system. The primary source of information relative to the requirements of unit personnel, for submission of payrolls, will be RCAPSS (Reserve Component Automated Pay System Support) Interim Unit Procedures manual. RCAPSS is a universal system which will be used by all designated Reserve paying offices and will provide prompt service to Reserve Component units, if all imposed deadlines are met. Units will be provided detailed instructions for submission of their annual training dates, preliminary unit payroll list, and the RCAPSS master listing. A deadline will be imposed for the return of the annual training dates and the RCAPSS master listing.

(2) Commanders must insure:

(a) That payroll clerks have in their possession and comply with the RCAPSS Interim Unit Procedures manual.

(b) That the annual training dates are submitted, thru the MUSARC, to arrive at the Input Station no later than 1 December. If a unit is scheduled to perform AT during October, November, or December, the unit should prepare a Disposition Form (DF) notifying the Input Station as soon as possible. The DF should be submitted on DA Form 4491 to ensure the AT payroll listings are generated timely.

(3) The following actions and deadlines constitute the basic sequence of events under RCAPSS mechanized pay system:

ACTION

(a) If unit AT is scheduled between October and December, the unit should notify the Input Station as soon as possible, by submitting a DF on a DA Form 4491, for a special RCAPSS master listing to be generated. Suspense date ASAP.

(b) Unit annual training schedule to F&AO, thru the MUSARC. Due Date - 1 December.

(c) Input Station will load the annual training dates for all units from the information received from the MUSARCs, to establish the suspense files on RCAPSS. This suspense file will automatically generate the preliminary unit payroll listing 60 days prior to the unit's AT start date and the RCAPSS master listing 30 days prior to the unit's AT start dates. Suspense - 1 January for Input Station.

(d) Input Station will provide the preliminary unit payroll listing to the unit with instructions, 60 days prior to AT.

(e) Input Station will provide the RCAPSS master listing to the unit with instructions, 30 days prior to AT.

(f) UNIT: Returns the RCAPSS master listing to F&AO for processing.

Suspense - CONUS: NLT 10 calendar days before start of AT.

Suspense - OCONUS (when check release is requested prior to start of AT): NLT 17 calendar days before start of AT.

(g) F&AO personnel verify and input information from RCAPSS master listing suspense: Time of receipt - first Wednesday of AT depending on changes and workload.

(h) Run vouchers and checks. First Thursday of AT.

(i) Class A Agent obtain and distribute checks. Second Friday of AT.

(4) Supporting and substantiating document requirements are outlined in RCAPSS Interim Unit Procedures manual under paragraph titled "Required Unit Payroll Documentation". Substantiating documents must accompany the RCAPSS master listing when submitting to the F&AO.

b. Check cashing.

(1) There will be cashiers available to cash Treasury checks in Bldgs 2001 or 2014. It will be operational on Fridays, hours of operation will be determined at the Class A Agent Briefing. The

check cashing facility will not cash personal checks. Individual service member must have a current military ID Card. NOTE: No smoking or weapons allowed in Bldg 2001.

(2) Check cashing and other banking services may be obtained at local banks located in Sparta and Tomah. However, these financial institutions charge a fee.

(3) The Post Exchange will cash U.S. Treasury checks that are in the amount of $500.00 or less. Post Exchange will also cash personal checks that are for $100.00 or less. Money orders and travelers checks are available at the Exchange. Current ID card is required.

c. Class "A" Agents:

(1) All Officers that are designated as Class "A" Agents must attend a class on their duties, IAW 37-103. This also applies to Officers who may have already attended any prior Class "A" Agent briefings. The class will be conducted on Wednesday of the first week of training in Bldg 2001 at 0800 hours. The Class "A" Agents should bring a copy of their Class "A" Agent orders. If the Class "A" Agent can not make the Wednesday briefing, there will be a make-up on Friday of that same week in Building 2014 at 1300 hours. Checks and/or cash will not be released to any appointed Class "A" Agent unless and until they have attended the class. NOTE: No weapons allowed in Bldg 2014 unless Class "A" Agent is receiving cash.

(2) Checks will be released to the appointed Class "A" Agent on the Friday, prior to the departure from Fort McCoy. Checks will be issued at 0700 hours in Bldg 2014. If a unit needs checks released any earlier, the Class "A" Agent must bring a letter from the Unit Commander stating the reasons why an earlier release is necessary. An early release must be based on mission requirements only. The letter mu.. be given to Disbursing Branch one week prior to departure. The F&AO has final approval as to early release.

(3) The Class "A" Agent must have a current Military ID card and proper orders (IAW AR 37-103).

d. Funding for Support. Funds required for training supplies and support not covered as part of the Fort McCoy training support as outlined in FORSCOM Regulation 37-7 will be covered via a DA Form 2544 or a Letter of Authority (LOA). Costs for such items will be on a reimburseable basis (applies to all units; i.e., Active Component Army, Marine, Air Force, or the Reserve Components).

e. Travel Allowance. Members of the Reserve Component who are authorized travel as individuals and are performing annual training at a place where government quarters and mess are available will be paid a mileage allowance on the military pay voucher in accordance with JTR Vol. 1.

f. Mileage and Per Diem. Members of the Reserve Component who are authorized travel as individuals and are on duty outside commuting distance from their home will be paid mileage and per diem on the travel voucher if they are in either of the following categories:

(1) ADT or FTTD (TDY) for less than twenty (20) weeks or one hundred forty (140) days.

(2) At a place where government quarters and mess are not available. NOTE: The booklet mentioned above contains specific instructions for preparation of the travel voucher. It is very important to note that under the lodging-plus system for determining the rate of per diem, the actual costs of lodging must be stated on the voucher, and all lodging receipts are required to be attached to the travel voucher.

g. Cash Meal Sheets: A Cash Collection Voucher (DD Form 1131) will be properly completed by the unit after the Cash Meal Sheets have been used. Any Cash Meal Sheet or Collection Voucher not properly filled out according to regulation will be given back to that unit to correct. Mess Officers will bring their Cash Meal Sheets, Collection Vouchers, and Cash for deposit to Bldg 2014 between the hours of 0745 - 1045 or 1200 - 1545. Once the paper work has been processed, verified copies of the two forms will be given to the Mess Hall Representative. Payments will only be made in Money Order, Certified Check, or Cash. No personal checks will be accepted. Remember - frequent turn-ins will result in faster service.

CHAPTER IV

DIRECTORATE OF PERSONNEL AND COMMUNITY ACTIVITIES

4-1. ADJUTANT (EXTENSION 3707).

a. On-Call List. All units will furnish the Adjutant, in writing, a list of the names of their duty officers and/or NCOs for use by the Installation Duty Officer in case of emergency. This list must be kept current. The list will contain the complete name, building number and telephone extension of the duty personnel. All commands are requested to establish an Adjutant General point of contact with the Installation Adjutant for the purpose of Casualty Reporting and Administration.

b. Display of the National Colors. All personnel training at Fort McCoy are requested to check the provisions of AR 840-10 when using or displaying the National Colors.

4-2. ADMINISTRATION (EXTENSION 3707).

a. Casualty Reporting. Personal notification of next of kin is a mandatory requirement according to AR 600-10, the Army Casualty System. Notification will be made in accordance with the current regulation. Units are cautioned that action should be coordinated with the Installation Adjutant. In cases involving serious injury or death, units should use the following procedures:

(1) Locate Emergency Data Card (DA Form 41 or DD Form 93) and personnel file of the injured/deceased person in order to prepare any required casualty reports.

(2) Contact the Installation Adjutant (Extension 3707) during duty hours, or the designated AG-on-call through the SDO (Extension 2216) after duty hours. Required courses of action will be determined at this time.

(3) Be knowledgeable in the responsibilities and required actions outlined in AR 600-10, The Army Casualty System, and be prepared to perform those actions if requested by the Installation Commander.

(4) Appoint a Summary Court Officer, when necessary, to attend to the personal effects of the injured/deceased person.

(5) "DO NOT MAKE ANY NOTIFICATION OF NEXT-OF-KIN" or offer any survivor assistance to next-of-kin until specifically authorized or directed by Army Casualty Channels through Headquarters, Fort McCoy.

(6) The Installation Public Affairs Office is the sole release authority for information concerning incidents and accidents involving the injury or death of military or DA civilian personnel. Units, activities, or directorates receiving media queries concerning injuries or deceased personnel will refer the caller, without comment, to the Installation Public Affairs Office, Extension 4209/4128.

(7) When necessary, a one-time uniform issue for use in preparation of the deceased can be made. This is coordinated with the Supply Division, Directorate of Logistics, Fort McCoy.

(8) Units are further requested to contact the Installation Chaplain (Extension 4203) to insure that all necessary religious practices and/or rites are being properly observed. After duty hours, contact the Chaplain through the SDO (Extension 2216).

b. Line of Duty Actions. AR 600-33 prescribes in detail when a line-of-duty determination is required on personnel who become sick or are injured while performing active or inactive duty training, the appropriate form of investigation and the procedures involved in conducting an investigation. The USA Troop Clinic (PROV) commander or unit dispensary personnel are requested to complete Section I, DA Form 2173 and submit four copies through the Central Mail Room, to the unit commander for completion of Section II. Item 4 will indicate the organization's complete mailing address NOT the Fort McCoy location (e.g., HHC 2/339th 84th Div, 1430 Wright St., Madison, WI 53704). This address is required to insure proper and timely forwarding of LODs. Determination must be made by the unit commander as to whether a formal or informal investigation is required. National Guard units must submit their LOD reports through their National Guard channels. Reserve units must submit their LOD reports through their appropriate higher headquarters.

4-3. UNIT FUNDS (EXTENSION 3927).

a. Unit Fund Dividends. All Reserve and National Guard units are allowed a fund dividend for the period of Annual Training. Each unit will submit two (2) copies of AFZR-PA Form 1526, 1 Apr 87 (Unit Fund), (see Annex K) and a copy of the Annual Training unit orders to the Financial Management Office, Building 110, Room 15, within five (5) days after arrival. Units will be paid within one (1) week after submission.

b. All units will be paid cash and monies should be for the collective benefits of all unit members.

4-4. INSTALLATION CLUB SYSTEM (EXTENSION 2603).

a. Facilities. Installation club facilities are governed under the provisions of AR 230-60, Para 4-2 and 4-4.

(1) The Fort McCoy Officers Club Branch is located in Building 905 (Extension 2065).

(2) The Community Club (NCO Club) is located in Building 101 (Extension 2603), behind the Installation Headquarters. A Senior NCO Lounge is located in Building 1849 for enlisted grades E-6 to E-9.

(3) A Package Beverage Store, located in the Community Club, Building 101, is open Monday-Friday, 1500-1800 hours. Reservists on duty for training for less than 72 hours are not eligible to use this facility.

(4) Club Annexes located at Squaw Lake Campground and at Ski Hill are available during the times that these recreation areas are open to the public.

b. Arrangements for private parties can be made by contacting the Installation Club Manager at Extension 2603.

c. All units, battalion size or larger, will provide a courtesy patrol consisting of two individuals in the grade of E6 or higher from 1700 hours until the Community Club closes each day, to include weekends, while training at Fort McCoy. The courtesy patrol will report to the Community Club Manager at the beginning of their tour of duty for any applicable instructions. Members of the courtesy patrol will not consume alcoholic beverages on the day of and during the prescribed tour of duty.

4-5. POST EXCHANGE (EXTENSION 4134).

a. All military personnel in full military uniform or civilian clothing will be allowed to utilize post exchange facilities. All individuals in civilian attire will be required to present a current military ID card and/or a copy of AT orders. Personnel in uniform may be required to present a current military ID card and/or a copy of AT orders.

b. Operation of the post theater is under the management and supervision of the exchange. Theater #5 (Building 2017) (Extension 2952), current showtime and program synopsis are published separately every week. Current movie schedules can be found in the TRIAD.

4-6. COMMUNITY RECREATION DIVISION (EXTENSION 2808).

a. Facilities: Recreation facilities available on post include a recreation center, craft shops (auto, ceramics, wood), library, gymnasium, indoor swimming pool, tennis courts, softball diamonds, rental shop, Squaw Lake Recreation Area, Ski Hill: T-bar lift, ski and sledding slopes, cross-country trail, and equipment rental.

b. Equipment:

(1) Check Out: Equipment must be issued and signed for on an individual basis and is for use only in that facility. This equipment includes such items as basketballs, volleyballs, musical instruments, etc.

(2) Hand-Receipting: Personnel hand-receipting recreation equipment from the CRD will have a valid ID card or Fort McCoy DA Form 1687 on file.

(3) Renting Equipment: Equipment is signed for on an individual basis. The individual will complete a rental agreement and show his ID card and orders.

(4) Clearing units are reminded that all equipment hand-receipted to the unit or rental equipment obtained on an individual basis must be returned prior to the unit leaving post. CRD (Building 1130) is included on the installation clearance procedures.

c. Camp Grounds: The area is off limits to training and motorized cross-country travel. There is a minimal fee for camping at Squaw Lake, and reservation should be addressed to: Commander, Fort McCoy, ATTN: AFZR-PAS-CRD, Fort McCoy, WI 54656-5000.

d. The gymnasium, Ski Hill, and cross-country skiing can be requested by units for training. Squaw Lake Rec Area may be used for unit parties. These areas can be requested on Fort McCoy Form 38 and submitted to RCSD.

4-7. MEDICAL SERVICES:

a. Dispensaries in support of Reserve Component units have been designated in the Troop Facilities Plan.

b. The Troop Medical Clinic (TMC) located in Building 1010, will provide emergency medical and dental treatment services. There are no specialized clinics.

c. For Personnel in the Field. Emergency ambulance (or helicopter service when available) can be obtained by contacting Range Control (FM 46.80 MHZ) or phone Extension 2066.

For Personnel in Garrison. Dial 116 for Emergency ambulance.

d. The Reserve Component Dental Clinic is located in Building 1010. Dental officers accompanying units to AT should contact the dental officer, Extension 4181.

e. When a military person is injured and requires emergency medical or dental treatment:

(1) Report to TMC for treatment.

(2) If treatment is not possible at TMC, the TMC medical personnel will refer the individual to civilian medical treatment facilities in either Tomah, Sparta or LaCrosse, WI. Billing for the service will be authorized to be sent to: Commander, USA Health Clinic, ATTN: Medical Claims, Fort Sheridan, IL 60037 (for USAR and Active Component personnel) or to the appropriate state United States Property and Fiscal Officer (USP&FO) for National Guard personnel.

(3) If the nature of the injury or circumstances prevent the member from obtaining a referral from the TMC, the member should be transported directly to a civilian medical facility. The TMC Patient Administration Section will furnish treatment authorization and billing information to the civilian treatment facility subsequent to the treatment.

4-8. INSTALLATION MEDICAL SUPPLY ACTIVITY

a. Annual Training Medical Supply Support - Class VIII: DA Form 2544, Intra Army Order for Reimbursable Services, and/or LOA, Letter of Authority, will be utilized by all USAR and ARNG units to procure medical supplies during periods of Annual Training performed at Fort McCoy, WI.

b. Delegation of Authority - Receipt for Supplies, DA Form 1687: All units conducting business with the Installation Medical Supply Activity will establish accounts by filing Form DA 1687 in duplicate to Bldg 1099, telephone commercial (608) 388-3503/4186, Autovon 280-3503/4186. The DA Form 1687 will be prepared IAW Paragraph 2-28 and Figure 2-15, DA Pam 710-2-1 prior to departure from home station and must reflect all unit personnel who are authorized by the Commander to request and/or receipt for Class VIII supplies stated on the form. All personnel listed will sign and initial each copy of the form in the appropriate space and each copy of the form will be signed by the Commander. The form should be hand carried by the advance party to AT and appropriate accounts opened at this time.

c. Request for Issue or Turn-In, DA Form 3161/2765-1: A DA Form 3161, or 2765-1, request for issue or turn-in will be utilized when requesting or turning in medical supplies. The DA Form 3161 will be prepared when requesting more than one item. It will be in federal stock number sequence by class, double spaced or in legible hand writing. The forms must be filled out properly: Block 1, IMSA (Installation Medical Supply); Block 2, Unit requesting item; Block 3, Request Number; Block 6, DODAAC; and Block 8, APC Code. The DA Form 3161 must be signed in Block 13 when requesting the items by authorized individual. The Form will be in triplicate, 1 copy for unit's suspense, two copies to go forward. Upon receipt of the items, the unit will receive the completed copy with correct prices and total cost of the items. The requests may be dropped off one day and picked up the next or left in the morning and picked up in the afternoon. In an extreme emergency the request may be hand carried.

d. Upon completion of AT, unexpired, full unit of issue items will be accepted as a turn in on a properly filled out DA 3161. Opened or expired items will be accepted on a separate DA 3161 listing item and marked "For Destruction Purpose Only".

e. Identifying Medical Items: Medical items can be identified by Class VIII on the AMDF.

f. Items Available From IMSA:

(1) Units that do not have a doctor at AT will only be issued non-prescription items.

(2) A few items that are available from IMSA are: Camouflage paint, water purification tablets, clorine test tablets, cook and baker whites, mineral oil for field bakeries, fitted and disposable ear plug. Unit funding is required on all medical items issued.

(3) A stockage list will be handed out upon request.

g. A limited amount of Aid Men Bags and Folding Litters are available from this office on a hand receipt basis. Physician weighing scales can no longer be hand receipted. They may be requisitioned and charged to the unit from this office.

h. Clearing of Units: All units must come to this office, Bldg 1099, to be cleared in writing. There will be no clearing telephonically.

4-9. ALCOHOL AND DRUG CONTROL OFFICE (EXTENSION 3624/2934).

a. Alcohol and drug assessment and counseling are provided by the Alcohol and Drug Control Officer (ADCO), Building 110, Room 8. Referrals can be made to agencies at individuals' home stations, following training. Classes on alcohol, drug, and AIDS are available at unit request. These classes fulfill the annual drug and alcohol training requirements (AR 600-85).

b. Urinalysis pre-screening tests can be performed on a reimburseable basis. A fund cite must be provided before samples are tested.

c. For more information, or to arrange a class or a urinalysis screen, contact the ADCO at (608) 388-3624 or 2934, Autovon 280-2441, or write to HQ Fort McCoy, ATTN: AFZR-PAF-ADCO, Fort McCoy, WI 54656-5000.

CHAPTER V

DIRECTORATE OF PLANS, TRAINING, MOBILIZATION
AND SECURITY ACTIVITIES

5-1. TRAINING DIVISION. All units conducting training at Fort McCoy will become familiar with Fort McCoy Regulations 385-1, AR 385-62, and AR 385-63. Training and Safety requirements by which unit activities are governed while at Fort McCoy are contained in these references.

5-2. RESERVE COMPONENTS SUPPORT DIVISION (RCSD) (EXTENSION 3721/3713).

a. Training and Support Requests.

(1) All requests for training and logistical support required to conduct Annual Training/MUTA (Multiple Unit Training Activities) will be submitted to Commander, Fort McCoy, ATTN: AFZR-PTR, Fort McCoy, WI 54656-5000. Contact with other staff sections will not be made prior to initial coordination through RCSD.

(2) Support Request, Fort McCoy Forms 38/38A, will be submitted in four (4) copies to arrive through channels not later than 30 September annually for winter training, 150 days prior to the start of summer training, or sixty (60) days prior to a MUTA. Other support requests are to be submitted as follows:

(a) Training and audiovisual support requests (See Paragraph 5-9).

(b) School/MOS training (letter) one hundred twenty (120) days prior to training date.

b. Range and Training Area Requests and Allocations: All requests should indicate a primary and alternate facility (See Fort McCoy Reg 385-1).

c. Advance Parties.

(1) All units will designate necessary personnel in their advance party to insure the orderly and timely movement of the main body into assigned areas. The advance party will coordinate essential administrative, training and logistical requirements.

(2) Immediately upon arrival, advance party OICs will report to RCSD, Building 2168, to sign-in and receive initial information and the advance party briefing.

(3) Units scheduled for ranges or training areas must coordinate with Range Scheduling, Building 2168, immediately upon arrival for facility verification.

(4) Units requiring installation mess support for advance party personnel should so indicate in paragraph 15 of Fort McCoy Form 38. Units requesting this support must furnish RCSD a roster (name, rank, date, time) of advance party personnel not later than sixty (60) days prior to training date.

d. Muster Strength Report. Unit muster strength will be reported on the first Monday, on AFZR-PT Form 1752, to RCSD (Page J-4). Muster strength should be reported by separate units or consolidated by major command, i.e., battalion; however, when consolidated the report must show a breakdown to company level. Report only those members of the command present for duty (include attached personnel).

e. Unit Clearance. RCSD is the installation final clearance activity. All subordinate units, including attached units must be cleared prior to final clearance being granted the major control headquarters. AT units will utilize AFZR-PTT Form 821, to outprocess and clear the installation. Form 821 will be furnished to each clearing unit during the final week of training.

f. After Action Report.

(1) The After Action Report will be utilized by all units to transmit suggestions or comments concerning their AT period. These comments will be reviewed by the Fort McCoy staff and evaluated for possible integration into future operations.

(2) Units must complete the After Action Report and turn-in to RCSD during final clearance processing.

g. AT Checklist.

(1) Actions prior to arrival at Fort McCoy.

(a)	Winter Tng Jan-Mar	Form 38 and 38A refer to Ft McCoy 350-2, 385-1	30 September
(b)	Summer Tng Apr-Dec	Form 38 and 38A refer to Ft McCoy 350-2, 385-1	150 days prior to the start of training date
(c)	Submit basic unit data sheets to FAO Reserve Pay		15 November

(d) 90 Days from AT Tng

1. Subsistence Report and Field Ration Request (DA Form 2970) and MCI Request for Issue and Turn-In (DA Form 3161)

2. Training Equipment Requirements (FORSCOM Form 156-R)

3. Submit DA Form 4103 and 3903 for TSC support.

(e) 60 days from AT Tng

1. Request for Tactical Air Support (DA Form 1972/1975)

2. Ammunition Forecast (DA Form 39)

(f) 30 days from AT Tng

1. Inter Army Order for Reimbursible Services (DA Form 2544)

(g) 14 days from AT Tng

1. Postal Locator Cards (DA Form 3955)

(h) 10 days from AT Tng

1. Pre-Camp Payroll Roster to FAO Reserve Pay for Update

(i) 4 days from AT Tng

1. Request for Issue and Turn-In of Ammunition (DA Form 581)

2. Update FAO Reserve Pay Master File

(2) ADVANCE PARTY CHECKLIST

(a)	Advance Party Sign In	On Arrival Bldg 2168
(b)	Advance Party Briefing	On Arrival Bldg 2168
(c)	Advanced Party coordinate with Range Control	On Arrival Bldg 2842
(d)	Advance Party POC to Ft McCoy Switchboard Supr	On Arrival USAISC
(e)	Heating Plant/Coal Fired Water Heating Briefing	Prior to use, Bldg 2117 Ext 2160
(f)	Submit Accident Report (DA Form 285)	As Necessary, Bldg 1559
(g)	Pick up Cash Meal Payment Books (DD Form 1544)	Bldg 2103

(3) MAIN BODY ARRIVAL

(a) Strength Report to RCSD	0900 1st Monday, Bldg 2168 Ext 3713/3721
(b) Safety Briefing - Fire Marshal Briefing	1330 1st Monday, Bldg 1501
(c) Class "A" Briefing	0800 1st Wednesday, Bldg 2001 Ext 2211
(d) Unit Fund Request	Within 1-5 days of arrival

(4) PREPARATIONS FOR RETURN AND CLEARANCE

(a) Strength information required for return to Home Station (Form AFZR-DI 1237)	1st Friday Bldg 2102, Rm 3
(b) Clearance Briefing	1300 2nd Wednesday, Bldg 2168
(c) Pick up payrolls and checks from Reserve F&AO	0600-0700 2nd Friday, Bldg 2001
(d) Make physical contact with Range Control for clearing procedures	3 days prior to departure from Installation
(e) TSC Facility Tour	By appt, Ext 2704, Bldg 2113
(f) Submit After Action Report to RCSD	1300 2nd Friday, Bldg 2168

h. MUTA CHECKLIST

(1) ACTIONS PRIOR TO ARRIVAL AT FORT MCCOY

(a) Ammunition Forecast (Fort McCoy Form 39)	90 days prior to training
(b) Subsistence Report and Field Ration Request (DA Form 2970) and MCI Request for Issue or Turn-In (DA Form 3161)	90 days prior to training (forward through 86th ARCOM)
(c) Support Request (Fort McCoy Form 38); Training Facilities Request (Fort McCoy Form 38A)	60 days prior to training
(d) Training Equipment Requirement (FORSCOM Form 156-R)	60 days prior to training
(e) Inter-Army Order for Reimbursible Supplies (DA Form 2544)	30 days prior to training
(f) Training-Audiovisual Work Order (DA Form 3903; and Training-Audiovisual Support Loan Order (DA Form 4103)	90 days prior to training
(g) Request for Issue and Turn-In of Ammunition (DA Form 581)	To ASP 4 days prior to scheduled draw

(2) ACTIONS AFTER ARRIVAL AT FORT MCCOY

(a) Advance Party Sign-In	On arrival, Bldg 2168
(b) Advance Party Briefing	On arrival, Bldg 2168
(c) Advance Party Range/Training Area Verification	On arrival, Bldg 2168
(d) Advance Party POC provided to Fort McCoy Switchboard Supervisor	On arrival, telephone 3323
(e) Submit Accident Report (DD Form 285)	As necessary, Bldg 1559
(f) Heating Plant/Coal Fired Water Heater Briefing	Prior to use, Bldg 2117 Telephone 2610
(g) Range Control Safety Briefing	Prior to Range Use, Bldg 2842 Telephone 3309

5-3. RANGE SCHEDULING.

a. Units desiring to use training facilities (ranges, training areas and training facilities) on Fort McCoy will identify specific facilities on a Fort McCoy form 38A. This request will be forwarded through command channels to Commander, Fort McCoy, ATTN: AFZR-PTR, Fort McCoy, WI 54656-5000 (See Annex A). No schedule will be done by phone.

b. Reserve Components Support Division (RCSD) will send the request to Range Scheduling. Range Scheduling will not honor any request that is not stamped by RCSD.

c. Range Scheduling works on a first come first serve basis, except for the "Priority Training Period" (PTP) program, (see Paragraph 5-6).

d. Range Scheduling will always attempt to schedule the primary facilities requested (PRI).

e. If the primary facilities are not available Range Scheduling will attempt to schedule the alternate facilities (ALT).

f. If the alternate facilities are also not available, the unit will be contacted by Range Scheduling for possible alternates.

g. Once a facility is scheduled Range Scheduling will prepare a "Unit Facility Sheet" that lists all the facilities that each unit was assigned. Time permitting this sheet will be sent to the units home station. If not the sheet will be held at RCSD for the unit. Once an area is scheduled, the unit will be required to clear it, unless the unit cancels the area upon arrival.

h. Unit must notify Range Scheduling of any changes to their Form 38A 72 hours prior to the unit's arrival. No changes will be made to the schedule within the 72-hour timeframe.

i. Joint use of facilities is possible and encouraged. Joint use agreements must be sent to RCSD which will forward them to Range Scheduling. This ensures that both units are scheduled, thus protecting both units right to the facility. This is done on Fort McCoy Form 38A. The form must state the assigned unit, and indicate the joint use unit with the start and end dates and times, and signed in Block #8 for approval.

j. Units requesting training areas on Fort McCoy can only request six for any given day. Units can request more than the six training areas by requesting an exception to policy stating the justification for the additional areas. MMU Commands are exempt from this policy.

5-4. INFORMATION FLOW.

a. Range Scheduling will prepare a copy of the Range Bulletin NLT COB each Tuesday. This Bulletin will include all ranges, training areas and facilities that have been scheduled for the following two weeks, Friday through the next Thursday.

b. The Range Bulletin will be sent to the print shop each Wednesday to be printed and distributed through distribution "S".

c. As required, Range Scheduling will prepare a copy of the "Unit Facility Sheet" for each unit scheduled. This sheet will be sent to the unit via RCSD upon arrival at Fort McCoy. The unit must present this form for verification and have it to draw training facilities.

d. Daily, Range Scheduling will prepare a copy of the Communications Log, which lists all scheduled activities for the next 24 hours. This log will be sent to Range Control. Range Control will use this log to record facility utilization. The Log will be returned to Range Scheduling when completed. Range Scheduling will enter the Communications Log data in the RCAS program in order to track range utilization.

5-5. RANGE UTILIZATION

a. Units may request the use of any facility at any time prior to or during their training period, if the facility is open.

b. Units that schedule facilities and fail to use them will receive a Notification of Misutilization letter from the Commander of Fort McCoy.

c. Descriptions, limitations, and special information for all training facilities are in Fort McCoy Regulation 385-1.

d. All training facilities requested by a training headquarters becomes that unit's responsibility for police during their training period and must be cleared by Range Control personnel prior to unit departure from the installation. Units will receive a signed release by Range Control Operations after all discrepancies are corrected. No exceptions to this policy.

5-6. PRIORITY TRAINING PERIOD, (PTP).

a. To qualify, a unit must be a battalion or larger unit that will train on Fort McCoy for more than five (5) days.

b. Qualifying units may be designated as a PTP unit by the Commander, Fort McCoy. Once a unit has qualified for and been designated as a PTP unit it will have first scheduling priority for all available training facilities during the training period.

c. The PTP unit must submit their 38A (range request) to RCSD no later than 60 days prior to the main bodies arrival (D-60).

d. All scheduling under the PTP must be broken down to battalion level or lower.

e. Any unit that is not organic to the PTP unit that wishes to train during that time frame must submit their range request through the PTP unit.

f. Units that are scheduled for facilities on Fort McCoy prior to a PTP period being designated will retain their facility assignments.

g. At 59 days (D-59) all facilities that have not been scheduled by the PTP unit will revert to normal Fort McCoy range scheduling policy. This includes the scheduling of all other units that wish to train during that period. This also includes the scheduling of additional facilities that the PTP unit wishes.

5-7. FIRE CONTROL ON RANGES AND TRAINING AREAS.

a. During periods of increased fire danger on Ranges and in Training Areas, firing of certain types of ammunition will be stopped in accordance with the degree of danger. The Fire Station and Range Control have Fire Index signs posted outside of their buildings. A guide chart outlining the degrees of danger is included as Annex G.

b. The Fire Station will update the fire index readings daily at 1430 hours and post their sign and contact Range Control to post their sign. During periods of high fire danger and above, the index will be updated at 1100 hours daily.

c. The Ammunition Supply Point will stop issuing the various categories of ammunition during high fire risk or higher conditions as prescribed by the Fire Danger Chart at Annex G.

5-8. TRAINING AREA ENVIRONMENTAL RECOVERY PLAN. Due to the increased volume of training conducted at Fort McCoy in recent years, an environmental recovery plan will be implemented starting in October of 1988. The plan itself will be explained in the following paragraphs and Annex I.

a. Each year, 2-4 training areas will be withdrawn from use.

b. During the initial year, all training will be prohibited in these closed areas. During the first year, closed areas will be thoroughly cleared of training debris such as old barbed wire, trash, and man-made clutter. Man-made obstacles will be removed and tank ditches, revetments, fox holes, etc. will be filled in and the land will be seeded or replanted as determined by the Forester.

c. During the second year, restricted training will be permitted in these areas. Training will be restricted to foot traffic only. Bivouacs, establishment of fighting positions, wheeled and tracked vehicle movements, and overnight occupation of these areas will not be permitted.

d. At the end of this two year cycle, these training areas will be made available to units for general training.

e. Main roads running through or around closed areas will remain open to vehicle traffic, and recognized tank trails running through closed areas will remain open during the period of the training area(s) closure. However, vehicles will be required to remain on roads or recognized tank trails.

f. Once areas are reopened for general training, the following restrictions will be applied to their utilization:

(1) ALL engineer plans, obstacle development, fighting positions, tank ditches, revetments, wire emplacements, entrenchments, etc. must be cleared in advance and in writing with Range Control and DE-Environmental Office prior to construction.

(2) All holes will be filled in prior to units being permitted to clear Fort McCoy and those areas requiring restoration (i.e., replanting with native grasses) will be done at unit expense.

5-9. TRAINING SUPPORT CENTER (TSC) - BUILDING 2113

a. General Information.

(1) Requests to support on-post training should be submitted (in triplicate) using DA Form 3903-R Training-Audiovisual Support Work Orders (Annex J-5,6,7), and/or DA Form 4103, Training-Audiovisual Support Loan Orders, in accordance with suspense dates referenced in this regulation: SUBMIT WITH FORM 38.

(2) Requests for TSC Fort McCoy to support unit home station training (check AR 5-9, Appendix B-12, to identify your particular supporting TSC) will be handled in accordance with the TSC Catalog, dated September 1986.

(3) All work orders and loan orders received after suspense dates/lead times established by this regulation and the TSC Catalog will be handled on a case by case basis. Support will be based on authorized customer's justification for work order, purpose of loan order and availability of assets.

b. Types of Support (functional elements).

(1) Still Photography - produces, processes and reproduces still photo (black and white and color) film, prints and transparencies (use DA Form 3903-R).

(2) Television - produces and reproduces video recordings using both 1/2" and 3/4" formats (use DA Form 3903-R). (May require additional formal letter request and preparation of DD Form 1995-1).

(3) Audio - produces and reproduces audio recordings using both the reel-to-reel and cassette formats (use DA Form 3903-R).

(4) Graphic Art - produces and reproduces art for projection (e.g., vugraphs), direct viewing (e.g., charts) or publication (use DA Form 3903-R).

(5) Devices - fabricates and reproduces models, mockups, displays and other related training aids from wood, metal, glass, fabric and plastic materials (use DA Form 3903-R).

(6) Audiovisual Library - warehouses, issues, loans and maintains a variety of training devices, AV equipment and media software (use DA Form 4103). Requestors are required to have a current DA Form 1687 (Delegation of Authority Card) on file at TSC.

(7) Presentation Support - sets up and operates AV equipment in support of briefings, ceremonies and other presentations (use DA Form 3903-R).

(8) AV Instruction - provides training in the application, operation and maintenance of AV equipment and use of media software (use DA Form 3903-R).

(9) AV Design Service - provides referral/consultation service involving solutions for unique training-related problems (call AUTOVON 280-2704 or commercial (608)-388-2704 for initial support).

(10) AV Production Support - provides for production of single or multimedia presentations (use DA Form 3903-R for initial request; may require additional formal letter request and preparation of DD Form 1995-1 for approval by higher headquarters).

(11) Multiple Integrated Laser Engagement Systems (MILES) Devices and WEAPONEER Devices and Training Set Fire Observation Device (TSFO) will be requested in accordance with letter of instruction in the September 1986 edition of the TSC catalog.

c. Self Help Center. A photo lab for qualified personnel (84B) providing unit PAO support and a graphic arts studio for producing last minute training requirements (e.g., vugraphs, charts and embossograph signs) are available in Building 2161 to support Annual/Winter Training. Trained personnel are also available to assist requestors.

5-10. INSTALLATION SECURITY MANAGER (ISM) - BUILDING 102 - EXTENSION 3907

a. Classified information (DOD Reg 5200.1-R, AR 380-5 and FORSCOM Supplement 1).

(1) Units at Fort McCoy are expected to protect classified information in their possession. The above regulation or, in the case of non-Army elements, appropriate departmental regulations will be used. Special attention is needed for transport, dissemination, storage, reproduction, marking, and processing of such information.

(2) Commanders are to assure proper awareness and training, especially among people who are to personally handle classified information.

b. Sensitive information (including For Official Use Only, AR 340-17) must also be protected.

c. Automated Security (AR 380-380). Commanders are to ensure their Automated Data Processing Equipment (ADPE) is accredited, IAW AR 380-380, before using it at Fort McCoy.

d. Personnel Security (DOD Reg 5200.2-R, AR 380-67 and FORSCOM Supplement 1).

(1) Access to classified information will be strictly controlled and limited to persons who possess a validated security clearance and appear on an access roster at the level of the information to be accessed, or higher. Further, the need-to-know test will be strictly applied.

(2) If a unit member has need to view classified information already stored at Fort McCoy, the unit commander, or his representative, must arrange to do so, not later than thirty calendar days prior to the visit.

e. Classified Exercises. When a classified exercise or other classified training is to take place at Fort McCoy, the intelligence/security staff element of the senior participating (or controlling) headquarters will contact the Fort McCoy ISM at least 180 days prior to arrival at the advance elements at the installation. (ISM telephone AV 280-3907/Commercial (608) 388-3907).

f. Conferences/Gatherings (Fort McCoy OPSEC SOP 17 Oct 86, Appendix F).

(1) The locations, as well as the times, of gatherings of senior civilian/military personnel and/or members of their families, must be secure from public knowledge. This requirement extends to social gatherings off post as well as official conferences.

(2) Standard operational conferences on the installation, in conjunction with training or other military mission, are not included in this requirement. Note, however, should the numbers or positions of attendees warrant, these procedures may be used, regardless of the scope of the meeting.

(3) The Fort McCoy OPSEC Support Manager may be contacted at extension 3907.

g. VIP Itineraries. Published information regarding arrival, departure, and on-post activities, by time and location, of senior military or civilian personnel will be protected, as follows:

(1) All copies will be numbered and disseminated by controlled courier or accountable mail.

(2) Numbered copies will bear a FOUO cover sheet (DA Label 87).

(3) Drafts and unused copies will be destroyed by tearing into quarters and dispersing among several waste receptacles.

(4) No news release will be made concerning VIP visits before coordination with the ISM and the Public Affairs Officer (PAO), extension 4209.

h. Foreign Visitors (AR 380-10, Chapters 5,6). Foreign visitors must be approved IAW this paragraph or they will be denied access to the installation.

(1) HQ, DA (DAMI-FLC) must give Fort McCoy permission, in writing, to receive foreign nationals onto the installation. The permission will specify name of visitor(s); rank/position; purpose of visit; and level of classified information to which visitor(s) may be granted access, if any.

(2) In order for such information to reach the Commander, Fort McCoy, ATTN: AFZR-PTS, on a timely basis, the request for such a visit must be forwarded, through channels, to arrive at DA at least sixty days prior to the proposed visit.

(3) Note, that such a request must be sent, regardless of the purpose of the visit. There is no exemption from this requirement.

(4) Failure to secure proper permission for foreign visitors can result in acute embarrassment to the would-be visitor(s) and the host organization.

5-11. INSTALLATION AVIATION TRAINING SUPPORT: Refer to Fort McCoy Regulation 385-1 and the McCoy Army Airfield SOP.

CHAPTER VI

DIRECTORATE OF LOGISTICS (DOL) ACTIVITIES

6-1. ANNUAL TRAINING SERVICES AND EXPENDABLE SUPPLY SUPPORT.

a. DA Form 2544 (Intra-Army Order for Reimbursable Services) and/or LOA (Letter of Authority) will be utilized by all USAR and ARNG units to procure services and supplies during periods of Annual Training (AT) performed at Fort McCoy, WI. Such services and supplies include, but are not limited to the following: expendable supplies, petroleums, oils, and lubricants (POL); repair parts; maintenance services (ARNG only); portable chemical toilets; copy machines; and BOQ/BEQ billeting fees. Effective 1 Oct 88, units will be required to pay for the ice that they use. Accordingly, it must be listed as a separate item on the DA Form 2544.

b. All DOL supported service/supply requirements must be submitted on one (1) DA Form 2544. A separate DA Form 2544 will be prepared for Equipment Concentration Site (ECS) support per the ECS Loan Agreement (Reference "Fourth U.S. Army Pamphlet 140-2") and for Directorate of Engineering (DE) supply and service support.

c. Units must list their DODAAC on the DA Form 2544. In the situation where a senior command (e.g., a Brigade) submits a composite DA Form 2544 for it and all of its subordinate elements for a common AT period, that Headquarter's DODAAC must be used on the 2544.

d. Mailing address for DA Form 2544 and/or LOA is Commander, Fort McCoy, ATTN: AFZR-DLR, Fort McCoy, WI 54656-5000. Support requests must be mailed to arrive on the Installation thirty (30) days prior to unit arrival. For assistance, contact the Resource Management Division, DOL, Building 2101, AV 280-2209/3909 or commercial (608) 388-2209/3909.

6-2. COSSTAR. Combat Service Support (CSS) units have been tasked by Fourth U.S. Army (4A) to participate in Combat Service Support Tactical Army Reserve (COSSTAR) and to provide direct logistical support to units training at Fort McCoy during Annual Training. Appropriate subordinate supply, service, maintenance, and transportation units, operating under a Senior Logistical Command and Control Headquarters, are assigned to provide field-based Combat Service Support during specified Annual Training cycles. All Reserve Component units should refer to the 4A COSSTAR Directive to determine the impact of COSSTAR operations on their respective training plans. Fort McCoy will provide technical supply and service assistance to COSSTAR operating units and provide liaison between on-post activities and the COSSTAR Command and Control Headquarters. This assistance will be provided by DOL's Customer Assistance Branch, Installation Supply Division (ISD) (Building 2102), Maintenance Division (Building 2320), and Plans and Operations Division (Building 2168).

6-3. FACILITIES. The following facility acquisition/utilization guidance applies to Annual Training, MUTA, and Field/Training exercises, unless otherwise stated.

a. Facility plans will be developed from information provided on Fort McCoy Form 38 (Support Request), example at Annex J.

(1) Support Requests are to be mailed directly to Reserve Component Support Division (RCSD) not later than 150 days prior to Annual Training, or 60 days prior to a MUTA or other exercise.

(2) RCSD will forward facility requirements to Plans and Operations Division, DOL.

(3) Plans and Operations Division, DOL, will assign all physical structures (including classrooms).

(4) Building assignments will be made by unit designation/mission and on a first-come, first-served basis. Exceptions to this procedure will be considered only when a unit has been involved in an Annual Training Site location or unit redesignation.

(5) When unexplained discrepancies between personnel strength figures and number of buildings requested occur on Fort McCoy Form 38, billeting assignments will be made based on the LOWER figure.

(6) Plans and Operations Division, DOL, will assign facilities, based on unit designation/mission and strength, to units not submitting their billeting requirements by established suspense dates.

(7) Units assigned to consolidated facilities will share responsibilities for:

(a) Cleanliness of individual areas.

(b) Cleanliness of common use areas.

(c) Damage or destruction to all government property.

(8) Facility changes will not be made on the basis of preference as to type of heat or hot water system.

(9) Facility assignments will be provided to units prior to the Pre-Camp Conference for confirmation and/or changes.

(10) Plans and Operations Division, DOL, will maintain facility utilization records by unit. Instances of over-forecasting will be referred to the RCSD for follow-up through appropriate command channels.

(11) MUTA and Winter Training Exercises Only: Units will be assigned facilities which have been winterized. For purposes of energy conservation, units should consolidate personnel whenever practical.

(12) MUTA only: Units with low strengths will be assigned to shared facilities (barracks with doors between upper and lower floors).

b. All buildings will be issued on a hand receipt. The unit commander or authorized representative and Installation representative will make a joint inspection and inventory of the buildings and property. Upon agreement as to contents, the receiving unit representative will sign the hand receipt. Sufficient equipment has been placed in each assigned type facility. All property receipted for within individual facilities will be in place at time of turn-in. Any additional equipment that is required may be drawn by the unit from Troop Unit Support (Building 2569) and returned prior to the turn-in of the facility. Padlocks will not be furnished by the Installation. Unit personnel responsible for receipt of building, equipment and linen from Troop Unit Support will report to Building 2569 prior to 1400 hours on day of arrival and must have a valid DA 1687.

c. Linen for unit personnel may be drawn from the Troop Unit Support, Building 2569, on a hand receipt. AT units will provide linen for assigned officer personnel residing in AT BOQs.

d. Normal maintenance and repair support for assigned facilities may be obtained by notifying the Facilities Engineering Work Control Center by calling the "HELP" line, Extension 4357 (HELP). Work requests for other than normal maintenance and repair will be submitted through the Plans and Operations Division, DOL, in accordance with Fort McCoy Regulation 420-13, Customer Work Priority Program.

e. Facilities may be turned in earlier than scheduled, provided proper coordination has been made with Troop Unit Support. In some instances, due to occupancy of allocated facilities, issue may be delayed. Facilities drawn and not required must be turned in within 24 hours to avoid complete clean-up.

f. DOL's Billeting Office (Building 2168) will assign BOQ rooms to officers on AT on a space available basis and by grade taken from the forecasted strength on the Fort McCoy Form 38. The BOQ keys for a training unit's officer contingent will be issued to the units along with Fort McCoy AFZR-DL Form 907 (Billeting Assignments). This form must be completed and returned to Billeting no later than the close of business the first Monday of Training Period (ANNEX L). Room keys drawn and rooms not used will be charged as occupied. Units should be aware that some facilities are equipped with coal fired hot water heaters and furnaces. Unit personnel are responsible to maintain the coal fires in hot water heaters. Units are required to fire coal furnace when heat is desired. If units desire furnace fireman support from the Installation, reimbursement will be required.

g. Females, officer and enlisted, will be billeted as follows:

(1) Units with less than ten (10) female personnel will be assigned to shared facilities.

(2) Units with ten (10) or more female personnel will be required to draw separate facilities.

(3) Optional - Units may request the housing of female personnel in Non-Appropriated Fund (NAF) Facilities, on a space available basis, with the service charge to be borne by the command or the individuals.

h. Quarters requirements for senior officers (O-6 and above) will be identified on Form 38. Assignments will be made based upon date of rank (DOR), command position, and the number of rooms available.

i. The provisions of all Army and Installation Regulations concerning property accountability will be adhered to in the Assignment, Management, and Clearance of Training Facilities.

j. Statements of Non-Availability or Impracticability for quarters and rations can only be issued by the DOL or designated representative. These statements will not be issued to unit members in an AT or IDT status. All personnel in a TDY, FTTD, or ADT status are required to check in at Bachelor Housing, Building 2168. Statements of Non-Availability for quarters will be issued only to per diem eligible personnel, only after all quarters have been exhausted. Evaluators and Advisors will be housed equivalent to that of units with which they are working.

6-4. FIELD SHOWER POINTS.

a. Fort McCoy will operate two (2) field shower points, one (1) on North Post and one (1) on South Post. These points will only be operated if requested on Fort McCoy Form 38 and coordinated with Troop Unit Support, Building 2569, Extension 3800. Shower points will be operational seven (7) days a week from 1200 hours until 2000 hours. Units may operate the shower points during this time period and additional hours by contacting Troop Unit Support.

b. Units will be required to:

(1) Assist the shower point operator with an NCO or above in charge of troops.

(2) Police the area thoroughly.

(3) Schedule females from 1200 hours to 1400 hours.

(4) Ensure there is no misconduct in the area.

(5) Provide toiletry items, to include towels.

c. In addition to hot showers, there are tables, porta-potties, PX trailer and an off-post telephone service for credit card and collect calls only located near the area.

d. Field showers will be operational from approximately 1 May through 30 September.

6-5. WASHRACKS.

a. Troop Unit Support is responsible for the Operation of the Installation's two (2) washracks. One (1) washrack is located at ECS (Building 3050) and the other is located just west of Building 2101. The washracks are open twenty-four (24) hours a day, seven (7) days a week. Hoses are available on the washracks during all hours. Troop Unit Support personnel will supervise the operation of the washracks on days when units are cleaning vehicles for turn-in. The use of the washracks is on a first-come/first-serve basis. Vehicles larger than 2½ Ton will use the ECS washrack.

b. Units will be required to:

(1) Police the area during the washing of vehicles.

(2) Use the drive thru washing area for vehicles under 2½ Ton only.

(3) Use no solvents for the washing of drive train and engines.

(4) Wash no field gear (i.e., field ranges, stoves) at the washracks.

(5) Provide an NCO to assist Troop Unit Support personnel in the operation of the washracks during large-unit washing requirements.

c. The washracks will be operational from approximately 1 May thru 30 September.

6-6. CONCERTINA WIRE.

a. Units with requirements for the use of concertina wire will:

(1) Forecast requirement (in roll(s)) on Fort McCoy Form 38.

(2) Contact Troop Unit Support, Bldg 2569, Extension 3800/3801, one (1) day in advance of actual pick-up.

(3) Furnish unit personnel to load and off-load upon pick-up and return with handling gloves.

(4) Ensure that each roll is rolled in uniform size of 30" to 32" and tied tight four (4) times with wire.

(5) Ensure all debris is removed (i.e., grass, cloth or tape).

(6) When unit draws fifteen (15) rolls or more, that wire will be palletized.

(7) Ensure all concertina wire and all other debris is removed, posts removed, holes filled, and area returned to original condition.

6-7. EQUIPMENT.

a. Annual Training Equipment Requirements:

(1) With the exception of winter training gear and selected office and mess hall equipment items, DOL does not provide units with Annual Training Equipment Support. The 86th ARCOM Equipment Concentration Site (ECS) does (See Chapter VII for detailed guidance). However, regardless of the source of borrowed equipment, training units are encouraged to adhere to the following guidance.

(2) When equipment is no longer required, it should be turned in to reduce the balance outstanding and facilitate an early clearance of the entire account. All paperwork, segregated by support activity, should accompany the authorized unit representative when requesting additional equipment or early turn-in of equipment. Notice of intent to turn-in must be given by the unit in sufficient time to allow coordination and avoid delay in turn-in property.

(3) All equipment will be clean, complete and serviceable when issued and will be returned in the same condition. Deficient equipment will not be accepted until appropriate corrective actions have been initiated.

(4) All equipment drawn for which a technical manual and/or log book is required will be issued complete with these manuals and/or allied instructional material. Log books will be maintained in accordance with DA Pam 38-750. For detailed instructions in maintaining the log book, a check list will be furnished along with the equipment drawn. Incomplete log book entries will result in rejection of turn-in until required entries are completed.

(5) The same national stock numbers and nomenclatures which appear on the issue documents will be used in all supply transactions. Do not list components separately or utilize "nicknames". Items issued on annexes may be turned in using the same or additional annexes.

b. A list of TAT (To Accompany Troops) equipment is at Annex B. These items, if required, must be provided by the units; they will not be available for issue from Fort McCoy.

6-8. AMMUNITION.

a. See Supply and Services Division Standing Operating Procedures which outline requirements/ responsibilities of Issue and Turn-In of Ammunition. Copies are available at the Ammunition Office, Building 9035.

b. Ammunition/Weapon Malfunctions. All ammunition systems malfunctions will b e reported IAW AR 75-1. When a malfunction has occurred, the OIC will stop all operations; retain in place all weapons and ammunition; and notify Range Control at Bldg 2842, Extension 3309/2951. Range Control will notify appropriate agencies. Nothing will be moved or suspended until released by an Ammunition Inspector from the ASP. Following the investigation, a detailed written report will be submitted by the responsible unit commander.

c. Ammunition Holding Area. At present, there is not an established Ammunition Holding Area. Units must obtain permission from Range Control, Bldg 2842, Extension 3309/2951 to use assigned range(s) or assignment of a safe area to hold vehicles laden with ammunition.

d. Request for Issue/Turn-In of Ammunition:

(1) Ammunition forecasts (Fort McCoy Form 39 or Computer Printout) will be submitted through channels to arrive AFZR-DLS (Ammunition Supply) with initial forecast as of September for coming fiscal year, with first update as of February, final update not later than ninety (90) days prior to usage date(s).

(2) Request for Issue and Turn-In of Ammunition (DA Form 581) must be submitted through channels to AFZR-DLS (Ammunition Supply) not later than four (4) days prior to scheduled draw dates. DA Form 581 should indicate date of firing and date and time of pick-up. Commanders are encouraged to submit DA Form 581 for approval as soon as firing schedules are finalized. DA Form 581 must be submitted for each draw of ammunition, based on date of firing. Do not consolidate all ammunition on one (1) DA Form 581 for the AT period.

(3) During the period when a Field Ammunition Supply Point is in operation, during certain COSSTAR cycles, some items of ammunition will be available only at the Post Ammunition Supply Point and will require a separate DA Form 581.

(4) Units are required to provide fire extinguishers when drawing ammunition. Extinguishers are not available at the ASP for issue.

(5) Substitution of ammunition will only be made by Ammunition Stock Control Officer of the office of the Supply and Services Division, and only with the concurrence of the approving authority.

(6) Units turning in ammunition will be responsible for returning ammunition in serviceable condition, in standard pack in original containers. Ammunition which is dirty and not in standard pack will not be acceptable as serviceable. Lot identity must be maintained, and standard pack to the lowest pack is required. Certificate required for serviceable turn-in is required as outlined in Supply and Services SOP, Section IV.

e. Field Storage Categories and Requirements.

(1) For storage purposes, conventional munitions are divided into storage categories "A" through "G" (TM 9-1300-206, Chapter 4, Para 4-41) as stated below:

CATEGORY

A. Fixed and semifixed artillery except incendiary and chemical. (This category may be stored with other categories on the same vehicle.)

B. Propelling charges, fuzes, primers, flash reducers and separate loading artillery projectiles, including HE and AP, and excluding incendiary and chemical.

C. Mortar ammunition and hand grenades, except incendiary and chemical.

D. Pyrotechnics and chemical munitions of all types, including chemical filled rockets; gas smoke and incendiary bombs; gas and smoke artillery munitions; incendiary and chemical grenades, smoke pots.

E. All demolition explosives, anti-tank and anti-personnel mines (except VX loaded) and components such as blasting caps, firing devices, detonating cord and safety fuse.

F. Rockets, rocket motors and rifle grenades, except chemical.

G. Air Force Munitions.

(2) Storage Requirements.

(a) Storage distance requirements by category are found on the chart in Paragraph 3 (pg 6-5A) Ammunition Categories are in the first column labeled categories, under CHART REFERENCES.

(b) Quantity distance requirements - found under CHART REFERENCES are listed below:

COLUMN

I Distance in feet between trucks w/same categories.

II Distance in feet between categories.

III Distance in feet between FSU and REARM Site.

IV Distance in feet between FSU and Troops.

(c) The following explains the asterisks found in the nomenclature column.

* Based on 5000 lb. NEW or 869 rounds.

** Based on 5000 lb. NEW or 324 rounds.

*** Based on 5000 lb. NEW or 128 rounds.

**** Based on 500 lb. NEW or 500 rockets.

***** Based on 5000 lb. NEW, Cat. "E", Demolition Items.

(3) The following items are most commonly used. In addition to complying with categories in (2), above, and distance requirements, munitions must be protected (covered) at all times to protect them from the elements:

DODIC	NOMENCLATURE	CHART REFERENCES				
		Categories	Distances I	II	III	IV
1305-A11	40MM Special Fireworks	N/A	N/A	N/A	100	300
1310-B504,5,6,8,9	40MM TP	D	40	300	100	300
1310-B519	40MM TP	C	75	300	100	300
1310-B534,35,47	40MM Special Fireworks	D	40	300	100	300
1310-B546	400MM HEDP	C	75	300	400	400
1310-B567	400MM CS	D	40	300	100	300
1310-B627	60MM ILL	C	75	300	400	800
1310-B630	60MM WP	D	40	300	600	1200
1310-B632,43	600MM HE	C	75	300	400	800
1315-C025	75MM Blank	D	40	300	100	300
1315-C226	81MM ILL	C	75	300	400	800
1315-C236,56	81MM HE	C	75	300	400	800
1315-C276	81MM WP	D	40	300	600	1200
1315-B282	90MM HE	A	40	300	600	1200
1315-C440	105MM Blank	D	40	300	100	300
1315-C444,45	105MM HE	A	40	300	600	1200
1315-C449,56	105MM Special Fireworks	D	40	300	400	800
1315-C454,77	105MM WP	D	40	300	600	1200
1315-C511	105MM TPT	A	40	300	400	800
1315-0699,704,705	4.2 In. HE *	C	75	300	310	685
1315-C706	4.2 In. ILL	C	75	300	400	800
1315-C708	4.2 In. WP	D	40	300	600	1200
1320-D505,06	155MM Special Fireworks	D	40	300	100	300
1320-D540,41	155MM Propelling Charge	B	100	300	100	300
1320-D544	155MM HE Projectiles **	B	40	300	310	1800
1320-D550	155MM WP Projectiles	D	40	300	600	1200
1320-D590	165MM TP	A	40	300	400	800
1320-D675	8 In. Propelling Charge	B	100	300	100	300
1320-D680	8 In. HE Projectile ***	B	40	300	310	685
1330-G878	Fuze, Hand Grenade	C	75	300	100	300
1330-G881	Hand Grenade, Fragmentation	C	75	300	180	400
1330-G924	Hand Grenade, Riot	D	40	300	100	300
1330-G930,40,45,50,55	Hand Grenade, Smoke	D	40	300	100	300
1330-G963	Hand Grenade, Riot	D	40	300	400	200
1340-H110	Rocket 66MM Incendiary, TPA	D	40	300	400	200
1340-H490	Rocket 2.75 In. HE ****	F	150	188	310	685
1340-H557,708	Rocket 66MM HE & 35MM Sub-Cal	F	150	188	310	685
1345-K121,43,45,46	Mines HE, All Types	E	75	300	310	685
1365-K765,68	Chemical Agent, CS	D	40	300	100	300
1365-K865,66,67	Smoke Pots	D	40	300	100	300
1370-L306,07,11,12,14	Signals, ILL	D	40	300	100	300
1370-L323,24,40,42	Signal, Smoke	D	40	300	100	300
1370-L495	Flare, Trip	D	40	300	100	300
1370-L594,96	Simulator, Artillery	D	40	300	200	400
1370-L598,99,600	Simulator, Booby Trap	D	40	300	100	300
1370-L601	Simulator, Hand Grenade	D	40	300	100	300
1370-L602	Simulator, Artillery Flash	D	40	300	100	300
1370-L605	Simulator, Atomic	D	40	300	300	300
1370-L378	Simulator, Explosive M80	D	40	300	300	300
1315-M023,24	Charge, Demolition *****	E	75	300	300	300
1375-M028	Demolition Kit, Bangalore *****	E	75	300	310	685
1375-M030,32	Charge, Demolition *****	E	75	300	310	685
1375-M039	Charge, Demolition Cratering *****	E	75	300	310	685
1375-M060	Charge, Demolition Roll *****	E	75	300	310	685
1375-M130,31	Cap, Blasting *****	E	75	300	100	300
1375-M420,21	Charge, Demolition Shape *****	E	75	300	310	685
1375-M456	Cord, Detonating *****	E	75	300	310	685
1375-M591	Dynamite, Military *****	E	75	300	310	685
1375-M629,26,27,30	Firing Device *****	E	75	300	100	300
1375-M757,965	Charge, Kit Demolition *****	E	75	300	310	685
1390-N248,85	Fuze MTSQ W/O Booster	B	40	300	100	300
1390-N278,86	Fuze MTSQ W/Booster	B	40	300	300	300
1390-N334,35,40	Fuze, PD	B	40	300	300	300
1390-M402,63,64	Fuze, Proximity	B	40	300	300	300

NOTE: ITEMS IN CATEGORY WITH THE SAME ALPHA CODE MAY BE STORED TOGETHER PROVIDED QUANTITIES WITH AN ASTERISK, EITHER TOTAL QUANTITY OR TOTAL NET EXPLOSIVE WEIGHT (NEW) IS NOT EXCEEDED.

6-9. CASH MEAL PAYMENT SHEETS (DD Form 1544).

a. Cash meal payment sheets are a unit responsibility. An adequate number of sheets should be brought to training to support collection requirements. The DOL, Plans and Operations Division located in Building 2168 will assist in procedures and emergency sheet requirements. A DA Form 1687 will be required to draw sheets from Plans and Operations.

b. DD Form 1131, Cash Collection Voucher, will be prepared in five copies and turned in along with monies collected to the F&AO (Bldg 2014) prior to clearing post.

6-10. SERVICES.

a. Temporary storage of unit weapons is not available within Supply and Services Division, DOL. Units having a requirement for such storage should make necessary arrangements for storage with the Equipment Concentration Site (ECS), Bldg 3050, Extension 2009/3009. This policy is likewise applicable to units while attending Annual Training. Security of weapons during the Annual Training period is the responsibility of the commander concerned.

b. Customer assistance is available to all units on logistical matters, by contacting the Customer Assistance Section, Supply Division, DOL, Building 2102, telephone Extension 3900/4282.

6-11. POL SUPPLY/SERVICE.

a. Procedures when COSSTAR is NOT operational:

(1) Immediately after reporting in to RCSD office, the unit advance party personnel will proceed to the POL Management Office, Room #2, Bldg 2102 to be issued their necessary on-post POL credit cards for use in securing retail and bulk POL during their training period. Units reporting to the POL Point without an on-post credit card will be refused fuel.

(2) Retail refueling will be accomplished at POL Point #5, Bldg 1669.

(3) Bulk refueling will be accomplished by reporting to POL Point #5 with the tank vehicle and inform attendant who will arrange to have a POL handler accompany the vehicle to the refueling location.

(4) Motor oil is not available from POL Point #5 and is the responsibility of the unit. Package motor oil is available through the USAR Field Stocks Warehouse in Bldg 2150 or, when operational, the COSSTAR Class II and Class III (Packaged) Supply Point in the field.

(5) On-Post POL Credit Cards must be surrendered to the POL Management Office upon termination of the training period in order for the unit to receive final post clearance.

b. Procedures when COSSTAR is operational:

(1) Immediately after reporting in to RCSD office, the unit advance party personnel will proceed to the POL Management Office, Room #2, Bldg 2102, to be issued their necessary on-post POL credit cards for use in securing retail and bulk POL during their training period. Units reporting to the POL Point without an on-post credit card will be refused fuel.

(2) All retail and bulk issues of POL to all Annual Training units will be made by the supporting Supply and Service/Petroleum Supply unit at a field location designated by the COSSTAR operating command. Deviations to this policy must be requested through the Property Control Officer/ POL Management Specialist, Supply and Services Division.

6-12. LAUNDRY.

a. Personal. Concessionaire laundry service is available from established installation post exchange facilities.

b. In addition, Fort McCoy operates two free laundry facilities, for individual clothing only, in Bldgs 1444 and 1132. The hours of operation are posted and unit members only may utilize these facilities.

c. Many units prefer to transport individual laundry bags to vendors in nearby communities and establish schedules for pick-up.

6-13. FOOD SERVICE.

a. The Installation Food Service Office will provide administrative food service support and assistance to all Active Army, USAR and ARNG units operating garrison dining facilities. Units may be assisted in the field based on the availability of Food Service personnel.

b. Contracted Dining Facility Attendant (DFA) services will be furnished at no cost to Active Army and USAR units operating a garrison dining facility. Other units training on the installation and operating a garrison dining facility may receive these services on a reimbursable basis. All units requiring DFA services must coordinate meal periods, scheduled meal times and precleaning with the Food Service Office in sufficient time for the contractor to assign personnel to these facilities.

c. Units/organizations with advance parties or rear detachments of sixty (60) or more will be required to operate a dining facility to feed these personnel. Organizations may not fragment requests to circumvent this requirement and, if this is attempted, appropriate MUSARC/TAG will be notified. The Installation Dining Facility will provide dining facility support to units/organizations advance and rear detachments of less than sixty (60) as follows:

(1) Organizations requiring dining facility support will request this support on Fort McCoy Form 38. Requests for support will be confirmed or rejected by the Installation Food Service Advisor based on the capability of the dining facility to support the request, type of element requesting support and justification.

(2) A letter of instruction (LOI) will be sent to each organization once approval is confirmed, stating the dining facility building number, hours of operation and procedures for the preparation of a roster.

(3) The roster must arrive at the Food Service Office no later than FIVE DAYS (5) prior to date of request.

(4) It is the unit commander's responsibility to ensure all headcount and cash collection procedures are IAW AR 30-1.

(5) Box lunches may be provided for troop movements to or from the cantonment area and field location.

(6) Prepared A-rations may be picked up at the dining facility when coordinated with the Food Service Office.

(7) The Installation Dining Facility will not provide any dining facility support for unit parties and/or picnics.

(8) During the months of October thru April, units with over sixty (60) personnel will be authorized to dine in the Installation Dining Facility if capabilities exist.

d. Commanders are encouraged to consolidate messing in the interest of economy.

e. The Installation Food Service Office is located in Bldg 2569, Ext 2642/3800.

6-14. TROOP ISSUE SUBSISTENCE ACTIVITY (TISA).

a. All DA Forms 2970 and DA Forms 3161, requests for subsistence, must have MUSARC approval and forwarded to TISA ninety (90) days prior to arrival at Fort McCoy.

b. Units will submit their first two (2) DA Forms 2970, Subsistence Report and Field Ration Request, to TISA no later than ninety (90) days prior to arrival of the main body. Requests will be prepared IAW Appendix D, AR 30-1. The first DA Form 2970 will cover meals to be consumed Saturday, Sunday, and Monday. The second DA Form 2970 will cover meals for Tuesday and Wednesday. Adjustments to ration requests will be accepted as late as ten (10) days in advance of issue date. Telephonic requests for change will be accepted and a corrected copy submitted to TISA upon arrival.

c. Request for meals, ready to eat, (MRE) must be submitted through MUSARC/USPFO to arrive at TISA Fort McCoy ninety (90) days prior to Annual Training. All requests for MRE's will be submitted on DA Form 3161 (four copies), indicating meals to be fed and date of consumption.

d. Any special or unusual subsisting requirements should be coordinated with TISA ninety (90) days prior to arrival at Fort McCoy.

e. Subsequent DA Form 2970 (Subsistence Report and Field Ration Request) will be submitted to TISA no later than 0800 hours per submission schedule (to be furnished upon arrival).

f. T-Rations and enhancements will be requested on a DA Form 3161. The request must be submitted to TISA a minimum of ninety (90) days prior to the issue date or the request will not be filled.

g. A DA Form 3033 will be submitted to TISA for each day of training. A consolidated DA Form 3033 will be submitted at the conclusion of AT.

h. Ration pick-up will be accomplished no later than 1100 hours, Monday, Wednesday, and Friday.

i. Policy on turn-ins. Turn-in day is Thursday of the second week. Four (4) copies of DA Form 3161 is required. The post vet will be notified to inspect all turn-ins at warehouses.

j. Box Lunch request shall be a separate (DA Form 2970) and submitted the first Wednesday of Annual Training.

k. Crates and cartons furnished by vendors to deliver bread and milk will be returned to the ration breakdown point following the delivery day.

l. Units supporting less than fifty (50) personnel will make every effort to consolidate subsistence with another unit. Prior coordination will be made with TISA for units subsisting less than fifty (50) personnel.

6-15. TRANSPORTATION.

a. General.

(1) The Installation Transportation Officer is the sole representative of the Installation Commander for the conduct of business with commercial carriers.

b. Freight.

(1) USAR units in the states of Iowa, Minnesota, and Wisconsin requiring shipment of military impedimenta will submit DA 2496, Disposition Form, or Fort McCoy Form 54 in duplicate, thru their chain of command to arrive at Fort McCoy Transportation Office at least thirty (30) days prior to scheduled departure for AT. Form submitted should include name and address of shipping activity, shipping point, consignee, date to be shipped, date required at destination, number and kind of pieces, nomenclature/NSN, dimensions, weight, fund cite, and point of contact. DD Form 1348-1, DOD Single Line Item Release/Receipt Document is not required for AT military impedimenta shipments.

(2) Units located outside the states of Iowa, Minnesota, and Wisconsin will advise Freight Section, Extension 2727 or 2402, of any military impedimenta being commercially shipped to this installation. These shipments will be consigned to Transportation Terminal Warehouse, Building 2141, marked for the unit. The Bill of Lading should also include a unit point of contact and training dates.

(3) Commercial shipment of weapons or other sensitive items to or from training site will be coordinated with Freight Section Extension 2402 at least thirty (30) days prior to shipment.

(4) Transportation units attending Annual Training at Fort McCoy desiring off-post transportation missions should contact Freight Section, Extension 2402.

c. Personnel Movements - Individual/Group.

(1) All requests for movement on individual/group travel orders will be processed through Fort McCoy Transportation Office as follows: Written and telephonic requests may be made at any time after order has been issued. Requests without orders will ONLY be processed in emergency situations and if order number and date is available. Requests should include specific information; i.e., name(s) point of origin and destination, departure date and suggested time, order number and fund cite.

(2) The Passenger Office will coordinate with the Scheduled Airline Traffic Office (SATO) for commercial air, Amtrak and bus transportation tickets. The most economical routings that meet the traveler's mission requirements will be furnished. Requests should be submitted NLT 21 days prior to travel date to utilize the available special fares.

(3) Travel orders must be provided PRIOR to issuance of tickets or Government Transportation Request.

(4) Request for meal tickets will be submitted on DA Form 2496 (Disposition Form) or telephonically not later than 15 days prior to scheduled departure date.

(5) When a member's training has been terminated for emergency reasons, member is authorized return travel to his HOME STATION ONLY at government expense. During normal duty hours, Monday through Friday (except holidays), contact the Passenger Office, Bldg 2180, Extensions 2803/2111/2726/4214 for reservations and ticket. Furnish the Passenger Office a copy of order(s) with certification of termination of training effective date and signed by unit's commander. After normal duty hours, and on Saturday, Sunday and holidays, contact the Installation Staff Duty Officer (SDO), Bldg 100, Extension 2216. The SDO will furnish name of traveler, destination, date and time member is available to travel, unit point of contact and telephone number. To coordinate return transportation by commercial carrier, a copy of Unit Order with annex or Individual Order covering member's training and certificate signed by the unit commander that training has been terminated effective (date)

will be furnished Passenger Office NLT 0800 hrs the next duty day. The termination date cannot be later than travel date. The traveler will receive a government transportation request number, itinerary and information to pick up ticket from airline.

(6) Units located in Iowa, Minnesota and Wisconsin will prepare and submit requests through command channels to arrive at the Fort McCoy Transportation Office as follows: DD Form 1287 (Request for Commercial Transportation) due NLT seventy (70) days prior to scheduled departure date for training site. Units within the Fort McCoy area of responsibility will furnish the original only.

(7) Travelers will ensure that all checkable baggage has all old markings removed and is marked with owner's name, serial number, unit, and destination. As an added precaution to help prevent loss, travelers will place a copy of orders in each piece of baggage. Passenger Office, Bldg 2180, Extension 2111/2726, will assist travelers in tracing baggage, if notified immediately.

d. Unit/Troop Movements.

(1) Units located in Iowa, Minnesota and Wisconsin will prepare and submit transportation requests through command channels to arrive Fort McCoy Transportation Officer (approving authority) as follows:

(a) Require that requests for convoy clearance be submitted on DD Form 1265 (Request for Convoy Clearance), through channels, to arrive at the approving authority at least 10 working days in advance of planned movement in accordance with AR 55-29, Military Convoy Operations in CONUS.

(b) When a convoy will include oversize or overweight vehicles, DD Forms 1265 and 1266 (Request for Special Hauling Permit) will be forwarded to approving authority NLT 15 days prior to planned movement in accordance with AR 55-162.

(c) Units not supported by Fort McCoy will forward their DD Form 1265/1266 to this office thru channels indicating gate number and arrival times. All 1265's will be cleared through the MOBCON coordinator for the State of Wisconsin. No convoys will be routed through the main gate. During normal working days, convoys will not be scheduled to arrive or depart between the hours of 0645 and 0745.

(2) The use of rest areas by convoys on the Wisconsin Interstate System is prohibited by the state.

(3) No changes will be made to a unit's return schedule; i.e., date and time.

(4) Form AFZR-DI 1237 (Strength Information Required for Return to Home Station) will be included in Advance Party Packet furnished each unit representative. This form will be completed and returned to the Unit Movement Coordinator, Bldg 2180, NLT 1000 hrs on the FIRST Friday of training.

(5) Units desiring confirmation of their return to home station commercial move can contact the Unit Movement Coordinator at 2000/4228.

(6) A departure/arrival Airfield Control Group is available for units arriving or departing by military airlift command flights. Contact the Unit Movement Coordinator at Ext 2004/4228.

e. Transportation Motor Pool (TMP).

(1) The TMP Admin Office is located in Building 2172, Extension 2001/2525. Office hours are 0700 through 1630 hours Monday through Friday (except holidays).

(2) The TMP Dispatch, Building 2173, Extension 3616, will be operational during AT seven (7) days a week (as follows): Monday through Friday 0630-1800 hrs; Saturday, Sunday and Holidays 0730-1600 hrs. On call taxi service will be available five (5) days a week (as follows): Monday through Friday 0715-1615 hrs. Bus service is available, but will be requested at least twenty-four hrs in advance. On post shuttle bus operates seven (7) days a week on a published schedule. Bus schedules are available at the TMP Dispatch Office, Bldg 2173. Requests for bus service in support of Morale/Recreation/Welfare will be submitted IAW Fort McCoy Regulation 55-7 at least three (3) days prior to the requirement. This support is provided on a reimbursable basis only.

(3) The TMP driver testing office is located in Building 2172. RC unit personnel requiring additions to their military driver's license while attending AT will be required to have their DA Form 348 with them when they report to the driver testing station. Individuals to be tested for vehicle operator's permit (OF 346) must possess a valid state drivers license. Appointments for testing may be arranged by telephoning Extension 3365. Testing will be scheduled during regular duty hours, Monday through Friday. Exceptions may be made on a case by case basis.

(4) Non-tactical vehicles hand receipted from this installation to off-post Army Reserve units will not accompany units to training sites other than Fort McCoy without prior written request

for exception and subsequent approval. Non-tactical vehicles brought to Fort McCoy for Annual Training will report to the TMP dispatch office, Building 2173, upon arrival on-post. Vehicles will be dispatched on a daily basis while at Fort McCoy. Requests for off-post dispatch will be accomplished by presenting FORSCOM Form 248R (Request for Motor Transportation) to the dispatcher for approval and "off-post" authorization stamp. The FORSCOM Form 248R must be signed by the unit commander or his designated representative and will clearly state the reason for off-post travel.

(5) Units requiring non-tactical vehicle support during their Annual Training period at Fort McCoy should submit a written request at least 45 days prior to the time support is needed. Specify the type, number and reason for which vehicles are needed. TMP vehicles are furnished only for conducting official business.

(6) Units requiring VIP transportation must submit a FORSCOM Form 248-R to the Protocol Office NLT 4 working days prior to date that transportation is required.

6-16. MAINTENANCE. The Maintenance Division (Building 2320, Extension 3303) will provide general backup maintenance support to AT units and liaison between on-post maintenance activities and training units headquarters. Backup support will be rendered only after all avenues of assistance from field COSCOM AT Directive are exhausted. The Maintenance Division will provide DS/GS level maintenance support to AT units during periods not covered by COSSTAR Maintenance Operations.

a. The attention of commanders at all echelons is invited to AR 750-1 and AR 140-15 for specific responsibility at all levels relative to accomplishment of maintenance of equipment.

b. The Maintenance Division will operate in general support backup of COSSTAR Maintenance Unit(s). The following pertains to all equipment placed on work request to the Maintenance Division:

(1) Equipment must be clean and all operator and organizational maintenance completed.

(2) Equipment, tools and accessories of unit-owned equipment will be removed prior to evacuating to repair facility.

(3) When there is evidence of damage caused through other than fair wear and tear, the following statement, signed by the unit commander, will be placed in Block 16 on DA Form 2407, Maintenance Request. "I certify that item(s) identified hereon was/were damaged or worn out through causes other than fair wear and tear and that action as required by AR 735-5 has been initiated. Material has been released for repair by surveying/investigation officer." This statement must be signed by the unit commander.

(4) All work will be requested on DA Form 2407, prepared in accordance with DA Pam 38-750.

(5) Equipment log records (where applicable) must accompany the equipment to be repaired (See DA Pam 38-750).

(6) On-site contact Maintenance Team Support may be requested by calling the Maintenance Division (Ext 3303/2004); such requests, however, will be approved on a case-by-case.

c. Units are advised that equipment should not be requested or drawn from ECS for which the unit does not have organization maintenance capability unless approval for such equipment has been obtained and necessary arrangements made to obtain required maintenance support.

d. Technical assistance may be requested through the COSSTAR Support Unit, or from 4A Readiness Group, Ext 2234.

e. Upon request, the Maintenance Division will pre-workload COSSTAR maintenance units. The extent of this "loading" will be governed by the unit's capabilities and the size of DOL's maintenance backlog. When workloading is required, Maintenance Division will provide the item to be repaired, and the allied maintenance documents, and the required repair parts.

f. Wrecker service, for tactical and commercial military vehicles, is available during normal duty hours by calling Extension 3050. Service after normal duty hours may be obtained by calling Extension 2216, Fort McCoy Staff Duty Office.

6-17. DOL CLEARANCE PROCEDURES. Final DOL Clearance Action. The DOL Clearance Officer will issue clearance on the DOL portion of Section Form AFZR-PIT 821 when:

a. All clearances have been received by the Clearance Officer.

b. All property discrepancies have been resolved.

c. Adjustment vouchers have been accomplished in final form.

6-18. DELEGATION OF AUTHORITY, DA Form 1687.

a. All units conducting business with installation activities are required to complete DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies, for each of the following activities for which unit is drawing supplies, equipment or receiving services:

(1) Directorate of Logistics (AFZR-DL)

(a) TISA (Bldg 2128) Class I

(b) General Supplies (Class II, III, IX) (Bldg 2150)
1 card for each class of supply

(c) Bulk POL (Bldg 2102)

(d) Maintenance (Bldg 2320)

(e) Troop Unit Support (Bldg 2569) - facilities, furnishings, etc.

(f) Ammunition (Bldg 9035)

(2) Directorate of Personnel and Community Activities (AFZR-PA)

(a) Community Recreation Division (Bldg 1130)

(b) Installation Medical Supply Activity (Bldg 1099)

(3) Directorate of Engineering (AFZR-DE)

(a) PBO (Bldg 2108)

(b) Natural Resources Management (Bldg 2171)

(4) Directorate of Plans, Training, Mobilization and Security (AFZR-PT)

(a) Training Support Center (TSC) (Bldg 2113)

(b) Range and Training (Bldg 2842)

(5) Equipment Concentration Site (Bldg 3050)

b. The DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) must be prepared and submitted IAW Paragraph 2-28 and Figure 2-15, DA Pam 710-2-1, and must reflect all unit personnel who are authorized by the Commander to request and/or receipt for category of supplies stated on form. All personnel listed will sign and initial each copy of the form in the appropriate space and each copy of the form will be signed by the Commander. This form is required to be on file before supplies, equipment or services can be requisitioned. All required DA Form 1687's must be forwarded to each directorate as necessary. Names and signatures will be verified from service member's ID card.

6-19. FIELD SANITATION/LATRINES.

a. Pit latrines or slit trenches equipped with a latrine fly, or burn latrines, suitable for winter training use, constructed of 55-gallon drums, as described in FM 21-10, are approved for use in bivouac areas. Pit latrines and slit trenches will be located a minimum of 300 feet from the unit mess and open waters. Latrines will be positioned so that rain will not carry the pit residue to open waters. The depth of the pit or trench will not extend below the underground water level/table. A minimum of three (3) feet from the bottom of the pit/trench to the top of the underground water table will be left. All latrine pits will be closed with twelve (12) inches of compacted earth to ground level. An additional twelve (12) inches of earth will be mounded on top of the ground to ensure proper surface drainage. A rectangular sign will be placed on top of the mound, indicating the type of pit, date closed, and unit designation. Vault latrines (latrines with sealed concrete vessels beneath) are in place at certain locations but are in limited supply. Vault latrines are serviced by DE at Extension 4357.

b. Latrines in Subparagraph a., above, may be supplemented through use of portable latrines ("porta-potties"). Unit requirements for portable latrines must be forecast on Fort McCoy Form 38 or by DF, ATTN: AFZR-DLP at least 30 days prior to scheduled training dates. Funding to cover rental of portable latrines will be included on DA Form 2544 as stated in Paragraph 6-1. Units will:

(1) Coordinate placement of portable latrines upon arrival of advance party personnel by meeting with the Contracting Officer Representative (COR) in Bldg 2168 or by calling Extension 2580/3817/3328.

(2) Notify COR 24 hours in advance of requirements for extra servicing or relocation.

(3) Ensure latrines are not moved without contractor approval once they are placed.

(4) Notify all guard personnel that contractor is not to be challenged for password when attempting to service latrines.

(5) Ensure garbage, i.e., paper plates, cups, aluminum cans, MRE bags, etc, are not placed in latrines.

6-20. WINTER TRAINING COLD WEATHER CLOTHING AND EQUIPMENT (CWCE).

a. Units/activities requesting Cold Weather Clothing and Equipment (CWCE) must forecast requirements a minimum of 60 days prior to the start of the training period. Requests for information concerning equipment availability and forecast requirements can be made through Fort McCoy Troop Unit Support (TUS), ATTN: AFZR-DLH-T, AV 280-3801 or Commercial (608) 388-3801.

b. Advance party supply officers will report to Troop Unit Support, Bldg 2569, at the start of the training period to coordinate CWCE requirements and to establish an issue time. A properly prepared DA Form 1687, Delegation of Authority, will be required for those individuals authorized by the unit commander to receipt for CWCE.

c. All CWCE will be jointly inventoried by authorized unit representatives and TUS warehouse personnel prior to issue and again upon turn-in. Special instructions required for turn-in (cleaning, folding, packing, etc) will be provided upon issue.

d. All CWCE lost or destroyed by units/activities conducting training at Fort McCoy will be charged to the unit/activity having direct responsibility (hand receipt) for the property. Action will be taken by the unit/activity IAW AR 735-5 to collect from any individual when negligence is suspected in the loss, damage or distruction of government property.

e. Units/activities will be billed for all laundry and/or cleaning services at the current contract cost for those items required by regulation to be cleaned prior to reissue (sleeping bags, parkas, etc) whether or not property has been used.

CHAPTER VII

EQUIPMENT CONCENTRATION SITE ACTIVITIES

7-1. EQUIPMENT LOAN FOR AT.

a. The allocation of assets in the ECS, Fort McCoy, will be made by the ECS, Fort McCoy. FORSCOM Forms 156-R will be forwarded directly from the MUSARC to the ECS, Building 3050, Fort McCoy, Fort McCoy, WI 54656-5000. All communications on equipment allocations directed to this headquarters will be sent ATTN: Support Branch. Telephonic communications will be AUTOVON 280-2009/3009/3056. Commercial 608-388-2009/3009/3056.

b. The regulation governing formulating, submission, and routing of FORSCOM Form 156-R is FORSCOM Regulation 350-2, Enclosure 3, Appendix A, (Reserve Component Administrative Guidance) with supplemental instructions issued by CONUSA 5.

c. ECS asset request for weekend training (MUTAs) conducted on Fort McCoy will be in letter format submitted through command channels direct to this activity. All units other than US Army Reserves and National Guard, will submit their request through Commander 86th USARCOM, 7402 West Roosevelt Road, Forest Park, IL 60130 (e.g., ROTC, active components, USMCR). All requests for equipment to be used off the installation will be submitted to the 86th USARCOM for loan approval.

7-2. ESTABLISHING PROPERTY ACCOUNTS.

a. All units requesting equipment from the ECS will establish property accounts by filing DA Form 1687 with the ECS Property Accounting Section, Building P3050, Fort McCoy, Fort McCoy, WI 54656-5000, telephone commercial 608-388-2009/3009, AUTOVON 280-2009/3009/3056.

b. The DA Form 1687, Notice of Delegation of Authority, must be prepared prior to departure from home station, listing all unit personnel thereon, that the unit commander desires to be authorized delegation of authority to request and/or receipt for equipment requested from the ECS, either for AT or MUTA. All personnel listed on DA Form 1687, will sign and initial each copy of the form in the appropriate space and each copy of the form will be signed by the commander. Only commissioned officers and warrant officers may sign hand-receipts for equipment released from the ECS (5A Regulation 140-26).

c. DD Form 577, Signature Card, will be prepared in single copy for each individual authorized on DA Form 1687. This form will be presented to the Maintenance Technician, Building P3050 for authentication prior to drawing equipment. The DD Form 577 will be authenticated on the reverse side by the Activity Supervisor, Supervisor of Supply, or the MAC.

7-3. ISSUE OF EQUIPMENT.

a. Subsequent to the authentication of DA Form 1687 and DD Form 577, at the Property Accounting Section in Building P3050, the personnel drawing equipment will be directed to the commodity branch or section that issues the equipment.

b. The commodity branch or section, i.e., Tactical and Support Vehicle, Heavy Mobile Equipment, will have already selected and set-up the equipment to be issued for the initial allocation. Should there be additional requests and allocations after the arrival of troop units, they will be handled on a case by case basis so they will not disrupt the scheduled issues.

c. Units drawing equipment will state on their initial request the quantity of (BILI, OVE, or OVM) that is desired with each model of equipment requested.

d. Unit personnel drawing equipment will check equipment and equipment record file over thoroughly to ascertain if they are in acceptable RFI condition.

e. The equipment fuel tanks will be issued full with a little room for heat expansion.

f. The equipment issued may have a periodic service due during the AT period; i.e., quarterly, semi-annual, or lubrication. The unit maintenance section will perform the applicable service and make the necessary entry on DA Form 2404. The periodic service due will be furnished the unit on ECS Form 2 at the time of issue. Oil and oil filters will be changed according to TB 43-0210 (AOAP).

7-4. REPAIR PARTS SUPPLY. Repair parts for ECS equipment on loan to units will be requisitioned by the organization or separate unit motor pool personnel per instructions contained in the AT Logistical Guide, MLCH.

7-5. MAINTENANCE OF EQUIPMENT FROM ECS WHILE OUT ON LOAN.

a. Organizational maintenance of equipment is a command responsibility and will be the responsibility of the using unit while out on loan.

b. Maintenance back-up support (DS/GS) maintenance will be secured in the following manner:

(1) The borrowing unit will prepare DA Form 2404, Equipment Inspection and Maintenance Worksheet, on the equipment when the repairs required are determined to be DS/GS level maintenance.

(2) DA Form 2404 and the equipment will be returned to the appropriate branch of the ECS. The equipment will have all operator and organization level maintenance performed by the borrowing unit prior to return.

(3) The ECS will inspect the equipment to verify that it requires DS/GS level maintenance and will immediately evacuate the equipment to Maintenance Division, Fort McCoy.

(4) The ECS will replace the equipment turned-in for DS/GS level maintenance with like models or suitable substitutes if assets permit.

(5) The Maintenance Division, Fort McCoy, will coordinate the repair of this type equipment to include assembling the required repair parts. The equipment will be assigned to DS/GS units under the command of COSSTAR.

(6) This method of handling DS/GS repairs has been devised in order to affect an orderly transfer of equipment between support units, when repairs have not been completed by the end of a DS/GS units AT period.

7-6. TURN-IN OF EQUIPMENT TO THE ECS.

a. Units are encouraged to turn-in equipment as soon as the need for it has ceased.

b. Equipment turned-in to the ECS will be clean and have all operator and organizational maintenance performed by the using unit operators and maintenance section, using the appropriate maintenance allocation chart in the applicable TM, and services specified on ECS Form 2, or the equipment will be refused for turn-in.

c. Units turning-in equipment will have the fuel tanks filled prior to arriving at the turn-in point. This will insure that the using units use their own fuel allocation for AT or MUTA.

d. Post clearance and procedure for preparing relief from accountability.

(1) Units clearing Fort McCoy will have their clearance certificates validated and signed by either the Activity Supervisor, Supervisor of Supply, or the MAC from the Property Accounting Section at Building P3050. Final clearance from the ECS will not be granted until all branches of the ECS that have issued property to a unit have called in to the Property Accounting Section, Building P3050 and verified that the unit has cleared. Final clearance will absolutely not be granted until all property discrepancies; i.e., shortages or damage to equipment have been adjusted per AR 710-2 and AR 735-11.

(2) Unit will take immediate action when shortages and/or damages are known to exist rather than delay action until the final day of AT. The necessary adjustment documents are much easier to prepare and process if all parties are present at the AT site. Assistance in the preparation of the adjustment documents can be secured upon request from the Support Branch of the ECS, Building P3050, Extension 2009/3009.

7-7. ACCOUNTING FOR AND TRANSFER OF EQUIPMENT ISSUED TO UNITS ASSIGNED TO THE COSSTAR, MARCS, OR SIMILAR SUPPORT HEADQUARTERS.

a. The continuity officer from the major command headquarters, will be responsible for determining the equipment that will be designated as semi-fixed installations and will be allowed to remain in place in order not to disrupt the COSSTAR service support mission. This will include the semi-fixed installations of equipment drawn and emplaced by the command and control headquarters under the command of the COSSTAR and the combat service support units assigned to these commands for AT.

b. The Major Command and Control Organization has the initial responsibility for developing the semi-fixed installations required in the COSSTAR Support Area. The responsible organization will develop listings of equipment required and contained in each complex, i.e., COSSTAR HQ, Repair Parts Company, Field POL Site, Field Bakery, Class I breakdown point, etc., preferably broken down by the commodity branch or section from the ECS that the equipment is to be drawn from. These listings will be used at the end of each unit or increments Annual Training period to inventory equipment and equipment components contained in each semi-fixed installation. These listings will be totaled up and compared to the consolidated hand-receipts from the appropriate commodity branch of the ECS in order to

identify shortages or overages. This method of inventory precludes the possibility to follow on units and increments that are scheduled to be the last units at AT for the summer being assigned the responsibility for accountability and subsequent adjustment or payment for shortage that accumulate slowly as each AT training cycle is completed.

c. When increments of units or units are ready to clear prior to departure from the AT site, they will coordinate with the incoming unit that will assume their mission and assigned area in the COSSTAR Support Area, they will contact each branch and section foreman from the ECS that equipment has been drawn or lateral transferred from, in order to arrange for supply and maintenance representatives to be present in the COSSTAR Support Area. The ECS representatives, the COSSTAR Continuity Officer, when required and the representatives of the outgoing unit and incoming unit will conduct a joint inventory of all equipment that has been determined to be semi-fixed and is to remain in place in the COSSTAR Support Area to be used by the incoming increment of a unit or a new unit.

d. The supply representatives of the outgoing increment or unit, the incoming increment with the assistance of the COSSTAR continuity officer and supply representatives from the appropriate branch or section of the ECS will at the conclusion of the joint inventory adjust all shortages revealed in accordance with AR 710-2 and AR 735-11 prior to the outgoing increment or units departure. The ultimate responsibility for the accountability and adjustment of shortages, whether it be replacement in kind from unit assets, RS, IAR, or direct payment through transfer of funds on DA 2544 (Intra-Service Support Agreement) shortages will be furnished by the Support Branch of the ECS, Building P3050, telephone Extension 2009/3009. Units will not be issued final troop clearance until all shortages have been adjusted.

e. The inspector from the appropriate branch or section of the ECS will inspect all maintainable equipment that will remain in place. The inspector will determine the adequacy of operator and organizational maintenance and that the equipment to be lateral transferred is in a safe and operable condition. When all of these conditions have not been met, the outgoing unit will take the necessary corrective action prior to the incoming unit signing for the equipment. The equipment requiring DS or that is not in a safe and operable condition will be turned-in to the appropriate branch or section of the ECS for replacement.

f. When the incoming unit has requested less equipment on their FORSCOM Form 156-R than the COSSTAR has allocated to them or the outgoing unit has drawn for their AT and the incoming unit does not want to assume responsibility or accountability for the equipment, the equipment will be turned-in with the concurrence of the COSSTAR Continuity Officer. It will be the responsibility of the incoming unit to identify the equipment that is not required and the responsibility of the outgoing unit to tear down when required and turn the equipment in to the appropriate branch of the ECS. Hand-receipts will be adjusted accordingly.

g. When the incoming unit has requested and been allocated more equipment on FORSCOM Form 156-R than the outgoing unit, it will be the responsibility of the incoming unit to draw the additional equipment from the ECS and emplace it in their assigned area. Inventory listings will reflect the additional equipment.

7-8. CONFIRMATION OF EQUIPMENT REQUEST. The Equipment Concentration Site will retain one (1) copy of FORSCOM Form 156-R and R-1, and will forward three (3) copies to the appropriate MUSARC; and an information copy will be furnished to the requesting unit.

CHAPTER VIII

US ARMY INFORMATION SYSTEMS COMMAND

8-1. AUTOMATION.

a. Units training here at Fort McCoy who need assistance with microcomputers (hardware or software) can contact the USAISC Information Center (IC). The IC is located in Building 1532, Extension 3737. Hours of operation are 0700-1630, Monday thru Friday.

b. Units requiring automation support may request it thru the Operations and Systems Integration Division Chief, Building 1550, Monday thru Friday. Limited service is available; i.e., 80-80 listing printouts of magnetic tapes or punched cards, producing punched cards, data transcription to diskette or cards, computer programming consultation, etc. Requests for computer processing support must be submitted on Fort McCoy Form 102. Requests for Data Transcription Service must be submitted on Fort McCoy Form 86. Requests for programming support must be submitted on Fort McCoy Form 32 (Request for ADP Services). Any units requiring production cycle processing of any systems, or requiring more than one (1) hour of automation support must submit their requests to this activity a minimum of thirty (30) days prior to the date of the desired support.

8-2. DUPLICATING.

a. Units that require duplicating support may obtain assistance from the Duplicating Officer, Rm 21, Bldg 1565, Monday thru Friday ONLY. A minimum of 1-2 days is required, depending on workload, to accomplish reproduction requests with 1-10 originals and requesting 25 to 50 copies. Larger quantities of reproduction requests require two (2) weeks for scheduling and completion of requested material. Those units requiring large quantities of reproduction should identify their needs and submit material as far in advance of scheduled AT as possible.

b. Office copiers. Units can acquire their office copier support , during normal duty hours, thru the Duplicating Officer, Rm 21, Bldg 1565, Ext 2707. After normal duty hours and on weekends, support for 10 copies or less can be obtained thru the Garrison Staff Duty Officer, Bldg 100, Ext 2216. You must furnish your own supplies for Staff Duty support. For those company size units and below that have recurring copier requirements, rental units are available thru Troop Unit Support, Bldg 2569, Ext 3800.

8-3. PUBLICATION. Annual Training units that do not have an adequate supply of blank forms, as listed in DA Pam 25-30 index, will be provided support from stocks available at Publications Stockroom, Bldg 1868. There is an up-to-date Reference Library of Administrative Publications and Field Manuals (not to be removed from the library) available for units in Bldg 1565. Units that need blank DD Form 2A (RES) Identification Cards may receive cards (when in stockage) through the Publications Control Officer (PCO). The unit's PCO will submit, under the authority of the unit commander, DA Form 12-R (Request to Establish an Account), the unit commander's appointing order and completed DA Form 17. The identification card must be picked up in person from Publications Stockroom, Bldg 1868.

8-4. POSTAL OPERATIONS (EXTENSION 3205).

a. The Fort McCoy procedural handling of unit mail (Reserve, National Guard, and Active Army) will be the mail orderly system as defined in DOD Reg 4525.6M, Vol II.

b. Individual must qualify for appointment in accordance with Chapter 3, Vol II, DOD Reg 4525.6-M, to include a favorable Entrance National Agency Check/National Agency Check (ENTNAC/NAC).

c. Mail Orderlies must bring three (3) completed DD Forms 285, Appointment of Military Postal Clerk/Unit Mail Orderly, to the mail orientation class for validation. The use of SSN is voluntary.

d. Mail Orderlies/Alternate Mail Orderlies will bring a statement or certification (NOT an appointment order) verifying the ENTNAC/NAC, and that the individual(s) comply with the requirements of Chapter 3, Vol II, DOD Reg 4525.6-M.

e. The Central Postal Directory.

(1) Change of Address and Directory Card (DA Form 3955, 1 Feb 79) or a unit roster may be used. Directory information must contain name (last, first, MI), grade, organization and mailing address (unit).

(2) Directory Cards/rosters must be packaged by the unit and mailed to: USAISC-Fort McCoy, ATTN: ASNA-MCY-OAM, Fort McCoy, WI 54656-5000, 14 days prior to start of AT.

8-5. TELEPHONE SERVICE.

a. Public Telephones. Annex A contains a complete listing of the location of all public pay telephones on the installation. Incoming prepaid long distance calls will be extended to any telephone instrument on the installation. Long distance service is available from any official phone after duty hours by dialing 5 plus the area code (other then 608) and the seven (7) digit number. Calls placed in this manner cannot be billed to McCoy numbers.

b. Official Telephone. See General Service Information and Dial Instructions in current telephone directory for proper usage. Consult telephone directory before dialing information operator for assistance. Installation directory assistance number is 113. Intra-installation calls are dialed using only the four digit installation extension number.

c. Directory Service. Upon completion of a firm billeting plan, each headquarters receives Admin Bldg floor plans detailing all telephone numbers and locations. Change to telephone service indicated on building floor plans should be requested only after careful consideration because of the impact on units to follow. Each major control headquarters is requested to furnish fifty (50) copies of organizational telephone directories to the USAISC Office for distribution to installation activities. Concurrently, major headquarters will be responsible for distribution of additional directories to their subordinate units. Directories need not be furnished for units assigned only a few numbers. Installation Information Operator, Extension 113, will list all available unit information.

d. MAG Lines. Administrative MAG lines to points outside the cantonment are available. Request advance party personnel coordinate with USAISC, Extension 3333.

8-6. RADIO OPERATIONS.

a. Frequency Assignments. Request for assignments of frequencies will be forwarded to this Headquarters, ATTN: ASNA-MCY-L, on Fort McCoy Form 38, Support Request.

b. Home station frequency assignments are not to be used either at Fort McCoy or for convoy. Authorized convoy frequencies are: 29.90, 30.10, 32.30, 32.50, 32.70, 34.90, 36.10, 36.30, 36.70, 38.45, 40.90, 40.95, 46.70, 46.90. All frequencies are in Megahertz, 36F3 Emission at 35 watts maximum. Frequency clerk number is 4206.

c. Amateur Radio. Amateur radio operators desiring to operate on post are requested to contact the frequency manager at Extension 3400 prior to operation.

d. Citizens Band (CB Radios). Army policy prohibits use of CBs for any official communications.

8-7. TELECOMMUNICATIONS.

a. Unclassified and classified official message service is available thru the Communications Center, 0730-1700 Monday thru Friday, Bldg 1565, Extension 2076. Narrative messages must be prepared on DD Form 173/1 or 173/2 for outgoing. DD Form 1392 must accompany all outgoing data (punch card), and magnetic tape messages.

b. Unclassified facsimile service is available thru the Communications Center, 0730-1700 Monday thru Friday, Bldg 1565, Extension 2076. DA Form 3918-R must accompany outgoing facs traffic. Outgoing traffic is limited to six pages.

8-8. COMMUNICATIONS (GENERAL).

a. Excavations. Before any excavation is attempted within the confines of the installation, unit commanders must obtain clearance from the Facilities Engineer and the USAISC Logistics Support Division, Extension 3314. Units that fail to obtain prior approval before excavating and damage underground utilities will be billed for all materials and labor to fully restore service.

b. Utility Poles. All unit commanders are reminded not to string telephone wire on utility poles or buildings in the cantonment area. Adequate terminals are available in the outer training areas. Contact the Logistics Support Division, Extension 3314.

c. Mast-type Antennas. Guy wires for mast-type antennas must be prominently tagged with strips of white cloth to minimize injury potential to troops.

8-9. COMSEC/SIGSEC. Representatives of the United States Army Intelligence and Security Command are assigned to support 4th Army ATC. Advance requests for their support should be made to RCSD. MI personnel will also monitor unit traffic, and report violations to appropriate headquarters.

CHAPTER IX

DIRECTORATE OF ENGINEERING

9-1. FIRE PHONE. Extension 117 is to allow rapid fire reporting directly to the fire station. (Sparta Line 388-1171.)

9-2. EMERGENCY REPAIR REQUESTS. For emergency repair requests and utilities problems, dial "HELP" (Extension 4357).

9-3. ENGINEER EQUIPMENT AND MATERIALS.

a. Individual troop requirements for lawnmowers, shovels, rakes, hoses, etc., will be issued by the DE Property Book Officer Bldg 2108, on a hand receipt. Units will provide a current DA Form 1687.

b. All units drawing supplies or hand receipting for property from Natural Resources Management Office or DE Supply will provide a valid Fort McCoy authorization Card and billing purooses to properly account for shortages of expendable items borrowed by units during their annual training. Nonexpendable lost items must be accounted for by Report of Collection, Statement of Charges or Report of Survey.

c. All units drawing "mission" materials from the DE, i.e., material funded by the unit, must have in addition to the valid Fort McCoy authorization card, evidence to a reimbursable agreement (DA Form 2544) and a unit Unique Accounting Processing Code (APC) to charge the material to. Minor self help material for repair and maintenance of real property facilities is funded by DE. Requests for both unit funded and DE funded materials must be processed through the DE Work Reception and Branch Supervisor, Building 2160, for approval and preparation of DA Form 2702, Bill of material for presentation to DE Supply and Storage.

d. Responsibilities for installation and maintenance of signs and traffic control devices are in Fort McCoy Regulation 420-22.

e. Survey stakes of 2"x2" material are driven into the ground with 12" to 24" of the stake exposed. These are set at various project sites throughout the Installation, and should not be disturbed or moved. If the survey stakes should get damaged or removed, notify the Troop Projects Officer at Extension 3551.

9-4. FIRE COAL-FIRED WATER HEATERS, SPACE HEATERS, BOILERS AND FURNACES. Using units have the responsibility of firing coal-fired water heaters in their facilities. Unit fire personnel firing the heaters must be experienced in their operation. Unit fire marshals will specifically orient all personnel assigned firing duties and ensure that they are aware of correct firing procedures and safety practices. USERS WILL OBTAIN DIRECTOR OF ENGINEERING AND HOUSING PERMISSION PRIOR TO USING COAL-FIRED SPACE HEATERS, FURNACES OR BOILERS, AND PERSONNEL MUST HAVE CERTIFICATION. Engineering personnel are available in Building 2117 at 0800 through 1600 hours, Monday through Friday to instruct using unit personnel on proper firing procedures. Appointments can be made by dialing Extension 2610/2006; on weekends and other than normal working hours, dial "HELP".

9-5. REFUSE AND GARBAGE COLLECTION. Units are requested to put trash in dumpsters placed throughout the area to help increase the efficiency of the refuse collection crews. Do not use containers marked "ASHES".

a. Units generating ashes, trash or refuse may collect and dispose of these in the Sanitary Fill, located north of East "G" Street. Ashes will not be dumped in the coal pads.

b. The Directorate of Engineering Refuse Collection and Disposal Section will collect garbage from mess halls Monday through Saturday (May-August) and Monday through Friday (September-April). Units may dispose of excess garbage and refuse on weekends by hauling to the Sanitary Landfill and using the dumpsters located at the entrance to the landfill gate. Refuse and garbage will not just be dumped at the landfill gate entrance. The Troop Unit Support Branch, Building 2569, has additional garbage cans if the requirement exists.

c. During winter training, units are requested to keep liquid/freezable garbage in cans, inside the mess halls, to prevent freezing. Pick-up frequency will be daily.

d. Used cooking oils and greases from mess halls will be put into garbage cans and placed at the refuse pick-up points. These greases and oils will <u>not</u> be disposed of by dumping into floor drains or other sewer facilities.

9-6. ENVIRONMENTAL/ENERGY. The Environmental Management and Energy Control Office is located in Bldg 2171. This office can be reached at Extension 2160 or 2363.

a. Environmental.

(1) The Environmental Management and Energy Control Office (EMECO) assists units in locating field sites for activities that have environmental impacts. Activities that must be coordinated with EMECO are listed below. A unit that plans to conduct any of the following activities must include these plans on their Fort McCoy Form 38-A under the "Special Coordination" section.

ACTIVITIES REQUIRING EMECO APPROVAL:

Laundry Sites
Shower Sites
POL Farms
Water Purification Points
Vehicle DECON
Earthmoving
Abatis
Timber Cutting

(2) Specific regulations relating to the activities listed above are provided in Fort McCoy Regulation 385-1, Chapter 2.

(3) EMECO will assist units in the recycling of waste oil. If you have any questions or are in need of 55-gallon drums, please contact EMECO at Extension 2160.

(4) EMECO has purchased berm liners for POL bladders. The berm liners may be hand-receipted from DOL.

b. Energy.

(1) An Energy Conservation Control Officer must be appointed for each facility utilized. Provide the Energy Office, Bldg 2171, this information by calling 2160.

(2) Air-conditioning is not permitted on Fort McCoy. If air-conditioning is necessary, written justification must be provided the DE Energy Office prior to arrival. This also applies to personally-owned air-conditioners.

(3) Refer to Fort McCoy Energy Regulation 420-24. POC for further guidance is the Energy Conservation Assistant, Ext 2160.

9-7. BARBECUES.

a. Portable barbecues will be at least 20 feet from any building and have at least 5 feet of clear ground area around the barbecue.

b. Use acceptable cooking devices and charcoal -- No open fires.

c. Have a fire extinguisher readily available.

9-8. FIRE HAZARD POTENTIAL. The Installation Fire Department maintains a sign at the corner of south 10th Avenue and south "J" Street, which denotes the fire hazard potential on Fort McCoy. Watch this sign and govern your acts accordingly.

9-9. ELECTRIC SERVICE. Fuses greater than 20 ampere capacity will not be replaced by anyone except authorized DE personnel.

9-10. FIRE PREVENTION.

a. The major control commander will appoint a major control fire marshal who will be responsible for fire prevention and protection activities of all subordinate units.

b. On each Monday, all appointed fire marshals will attend a fire marshal briefing at 1300 hours at Fire Station #1, Building 1501.

c. Fire Station #1, Building 1555, is the point of contact for the Facilities Engineer AT Troop Clearance.

d. Fire marshals must complete their fire packet and return it to the Main Fire Station, Bldg 1555, before unit can clear DE, when departing Fort McCoy.

9-11. NATURAL RESOURCES.

a. CUTTING OF TIMBER. Coordinate with Installation Forester (Bldg 2171, Ext 2252) for all timber cutting and/or needs for logs or timber.

b. CUTTING OF VEGETATION FOR CAMOUFLAGE. Live (green) trees, limbs or branches will not be cut for camouflage. Unrestricted use of dead or down trees is permitted.

c. HUNTING AND FISHING PERMITS. Hunters and anglers must have valid State of Wisconsin Licenses and Fort McCoy Permits. State licenses are sold at PX and McCoy permits are sold at Bldg 2171, Ext 3337.

d. CONTROL OF LITTER. Units are responsible for policing of areas and facilities utilized. Polyethylene bags for collection of litter and trash are available at Customer Support, Bldg 2150. Those bags will be used to dispose of trash and litter at the Sanitary Land Fill. Garbage generated in the field will be hauled by the unit to the Sanitary Land Fill. In no instance will trash or garbage be disposed of in old foxholes or makeshift field sumps.

e. PEST CONTROL. Information on the control of insects and animal pests can be supplied by calling Ext 2557.

9-12. TROOP PROJECTS. This installation has construction projects for engineering units for training during Annual Training or weekend drill. Units must coordinate with the Troop Project's Officer not less than 120 days prior to arrival for their training.

a. All projects must be DE approved and funded before the Troop Projects Office can assign to units for construction.

b. The Troop Projects Office assigns, coordinates, and inspects these projects.

c. For any questions concerning or regarding any approved Troop Projects, contact us at Bldg 2109 or Ext 3551/2809.

CHAPTER X

PROVOST MARSHAL OFFICE

10-1. GENERAL.

a. Emergency Phone. Call 115. Warning, all phone calls received on this line will be recorded for accuracy of information received. This phone is for emergencies only and its use is prohibited for any other purposes.

b. All major command units that have provost marshal sections within their command structure are requested to have their provost marshal make prior coordination with the Fort McCoy Installation Provost Marshal before performing any law enforcement functions on the Fort McCoy military reservation.

c. Crime Prevention. Commanders, as well as all unit personnel, are responsible for the effective and aggressive implementation of the Army Crime Prevention Program (AR 190-31) in each unit. Unsecured vehicles, unattended equipment and other pilferable items such as tools, commo equipment, mess equipment, etc., fall under the purview of this program and the Army Physical Security Program (AR 190-31). Coordination/clarification of unit crime prevention/physical security measure can be obtained by contacting the Crime Prevention Section of the PMO, Extension 4111. Rape Prevention Classes are available for units with female service members. Classes are given upon request by calling Extension 4116/2267. Courtesy Crime Prevention Inspections of AT units will be conducted by personnel from the Fort McCoy PMO.

d. Courtesy Patrols.

(1) Courtesy patrols through NCO channels are an effective link in deterring minor incidents from escalating and keeping soldiers out of trouble.

(2) Each battalion size organization (300 or more individuals) is required to provide two trusted NCO's (E-6 or above) to the Provost Marshal Office, Bldg 1760 at 1930 hours each day the unit is in the cantonment area.

e. Pet Registration. Pets must have had the required shots and be under the control of the owner at all times. AT personnel are not permitted to bring pets to Installation.

f. Weapon Registration.

(1) All personal weapons brought on the Fort McCoy Military Reservation must be registered with the PMO Weapons Registration Section, Building 1760. However, privately owned weapons are <u>not</u> authorized for AT personnel. The PMO will not store privately owned weapons.

(2) The State of Wisconsin does not recognize peace officers from outside the State of Wisconsin for the purpose of carrying concealed weapons in an off-duty status.

(3) Military authorities do not extend peace officer status for the purpose of carrying concealed weapons to off-duty police personnel regardless of their state jurisdiction.

(4) Military weapons will not be transported in privately owned vehicles.

g. Unattended Weapons. All military police patrols will be alert for unattended weapons and ammunition and are instructed to confiscate these. Incidents will be logged in the Military Police Blotter. The property will be released to the responsible unit on DA Form 4137 (Military Police Receipt for Property).

h. Parking. Authorized parking lots for privately owned vehicles (POVs) have been designated by the installation commander. Assigned parking lots will be given each unit as they in-process and are the only ones to be utilized. Unit commanders will not make any other parking arrangements without prior approval of the installation commander. Without prior authorization, parking anywhere other than designated parking lots is prohibited, except under emergency conditions. Specific parking regulations are found in Fort McCoy Regulation 190-5. Listed below are a few places where parking is prohibited.

(1) On the shoulders of roads and within 15 feet of a building except for the purpose of loading and unloading vehicles.

(2) In coal bin drives.

(3) Within 15 feet of a fire hydrant.

(4) On lawn or in grassed areas, unless specifically authorized by the installation commander.

(5) Where prohibited by official signs.

(6) Drivers will not park civilian vehicles in areas designated for military vehicles, and military vehicles will not be parked in those areas specifically designated for parking of civilian vehicles.

i. Privately owned vehicles. Due to the limited amount of parking space available in the Fort McCoy cantonment area it is strongly recommended that units keep the number of privately owned vehicles to a minimum (10% of unit strength) during Annual Training.

(1) The number of privately owned vehicles that a unit may bring to Annual Training will be governed in part by the following Regulations, AR 140-1, NG Regulation 350-1 and FORSCOM Regulation 350-2.

(2) Privately owned vehicles will not use trails/roads designated exclusively for tracked vehicles.

(3) Privately owned vehicles will not be parked/stored inside government owned buildings.

(4) Personnel bringing motorcycles at AT must meet the following requirements in order to be able to operate a motorcycle on post. The requirements are designed to help reduce injuries and unnecessary loss of life by motorcycle riders. The new requirements apply to soldiers and civilians who ride motorcycles on Fort McCoy. It also applies to soldiers off post and to civilian employees off post when they are on government business.

Protective equipment required includes:

* Approved helmet
* Eye protection (goggles or face shield)
* Long-legged pants
* Long-sleeved shirt or jacket
* Leather shoes or boots
* High visibility garments (reflective vests)

These requirements apply to the driver and the passenger.

Motorcycles must have rearview mirrors mounted on each side of the handlebars and must be ridden with the headlight on. Use of headphones is prohibited while riding.

j. Police Reports (traffic accidents, training incidents, larcenies, etc).

(1) Any matter requiring police attention must be reported directly to the Fort McCoy PMO immediately (Extension 2266, Building 2180). A second report may be rendered at the appropriate command PMO when required by individual SOP.

(2) Serious Incident Reports (SIR). AR 190-40 requires Department of the Army be notified of incidents involving theft/diversion of government and nonappropriated property/funds, narcotics violations, explosions resulting in injury, theft of weapons/munitions violations, i.e., lost weapons, robberies, serious injuries, major fines; training incidents, i.e., aircraft crash, artillery round out of impact, etc (this is not all inclusive). Units must report all SIR events to the MP desk at Ext 2266. If in doubt whether an incident is a SIR, report it.

(3) All traffic accidents occurring on the Fort McCoy Installation will be reported to the Post PMO regardless of the amount of damage. Vehicles will not be moved prior to the arrival of investigating personnel from the PMO unless they are blocking traffic or danger is imminent.

(4) The driver of any vehicle (military or civilian) which collides with an unattended vehicle or any fixture on the installation, shall stop immediately and take reasonable steps to locate and notify the owner. If unable to do this, the driver shall leave in a conspicuous place on the vehicle, truck or damaged fixture, a written notice giving his name, address and/or organization and telephone number. The driver will then report the accident to the PMO immediately.

(5) All traffic accidents that occur during training exercises in the field will be reported to the PMO immediately.

k. Traffic Control. Installed and posted traffic control devices and regulations will be enforced. The maximum speed limit on Fort McCoy is 30 mph unless otherwise posted. Posted speed limits are for ideal road and weather conditions; driving habits and speeds will be adjusted to prevent accidents during adverse or unsafe road, traffic and weather conditions. Speed limits are radar enforced.

l. Lost or Found Property. Lost or found property can be reported to the PMO, Building 1760, Ext 2266.

m. Control of Military Vehicles.

(1) Unit commanders are reminded that the private use of military vehicles for travel to PXs, snack bars or clubs and anywhere off the military reservation is prohibited by army regulation.

(2) Alcoholic beverages are not permitted in military vehicles unless the operator has written authorization from the unit commander.

(3) Unsecured/unattended military vehicles will be secured by military police on location and logged in military police reports. The vehicle will then be released to the responsible unit on a DA Form 4137 (Military Police Receipt for Property).

(4) Commanders are permitted, however, to designate military vehicles from each company to transport troops to the above-mentioned areas. Operation of tactical vehicles used for this purpose must have in their possession the commander's authorization, noted on a valid, current dispatch (DD Form 1970) signed by the commander authorizing the use of that specific vehicle for that specific purpose. Operators of military vehicles found in the above areas without prior authorization will be subject to apprehension.

n. Securing Military Vehicles.

(1) All Army vehicles in non-combat training areas will be secured with a locking mechanism when parked and unattended. This requirement is in addition to any other security measures employed to protect vehicles.

(2) Wheeled vehicles will be secured by:

(a) Engaging manufacturer installed door and ignition locking devices when available.

(b) Immobilizing the steering wheel with chain and a padlock. Chain used for this purpose will consist of one quarter inch or thicker hardened steel links and one end will be permanently affixed to the vehicle. Secondary FSN 5340-158-3807 (with chain) or FSN 5340-158-3805 (without chain) will be used to secure the chain to the steering wheel spoke.

(3) Tracked/armored vehicles will be secured by locking all hatches and similar openings. Padlocks specified in paragraph (b) above, will be used when external locking devices are required.

(4) Vehicles will not be immobilized by removing integral operating parts.

(5) Installation of the master key operated locking system is prohibited.

(6) Stringent vehicle key control procedures will be implemented.

(7) The following vehicles are exempt from the requirement outlined in paragraph above:

(a) Vehicles actively employed in tactical exercises.

(b) Dispatched emergency, military/security police, courtesy patrol and interior guard vehicles for brief periods when response time is a critical factor in the successful performance of the operator's duties.

o. Commanders having tactical equipment on Fort McCoy ranges or training sites are responsible for insuring adequate physical security is provided on such equipment. Weapons, ammunition, track vehicles, and unit supplies will not be left unguarded while on Fort McCoy.

10-2. SAFEGUARDING WEAPONS AND AMMUNITIONS. All commanders and activity directors having control of arms or ammunition will take necessary action to provide adequate security in accordance with AR 190-11 both in the cantonment area and field locations. When arms or ammunition are stored in facilities not meeting the standards of AR 190-11, weapons and ammunition will be placed under twenty-four (24) hour guard. The Fort McCoy PMO will assist commanders in monitoring the security of arms and ammunition by conducting unannounced inspections of storage areas and reporting deficiencies through command channels. Courtesy physical inspections will be conducted by the Fort McCoy PMO upon request (Extension 4202).

10-3. UNIT AREA SECURITY. Units are responsible for the security of the areas they occupy. Minimum security will be a charge of quarters or duty officer and one sentry per company or headquarters area. Tasks of these security personnel should include the accomplishment of those measures deemed necessary by the unit commander to implement the Army Crime Prevention Program as well as general unit area security. This requirement is in addition to any levy for the Installation Interior Guard.

10-4. LAW ENFORCEMENT. All criminal law at Fort McCoy is enforced through the United States District Court in Madison. Misdemeanors (such as traffic offenses and game law violations) are handled by the U.S. Magistrate's Court in Madison. Violation Notices (DD Form 1805) are issued to violators. The violator may choose to pay a forfeiture by mail or request a trial in Madison. Failure to pay the forfeiture or to appear at trial will cause an arrest warrant to be issued by the U.S. Magistrate.

The Proponent of this regulation is Directorate of Plans, Training, Mobilization and Security. Users are invited to send comments and suggested improvements direct to Headquarters, Fort McCoy, ATTN: AFZR-PTR, Fort McCoy, Wisconsin, 54656-5000.

FOR THE COMMANDER:

Ronald K Garner

RONALD K. GARNER
CPT, IN
Adjutant

DISTRIBUTION:
A
All AT units

ANNEX A

READY REFERENCE BUILDINGS AND TELEPHONE NUMBERS
(FORT MCCOY)

EMERGENCY TELEPHONE NUMBERS

INFORMATION	113
AMBULANCE	116
FIRE	117
INSTALLATION STAFF DUTY OFFICER (100)	2216
MEDEVAC	3309
MILITARY POLICE (2180)	2266
MOTOR POOL TAXI SERVICE (2173)	3652/3616
TROOP MEDICAL CLINIC (1010)	3128

FREQUENTLY CALLED TELEPHONE NUMBERS AND BUILDING NUMBERS

DE (2160)	
BOILER PLANTS SECTION (2117)	3815
EMERGENCY REPAIRS AND UTILITIES PROBLEMS (2160)	2610
ENVIRONMENTAL MGMT & ENERGY CONTROL OFFICE (2171)	4357 (HELP)
	2363
DOL (2101)	
AMMUNITION SUPPLY OFFICE (9035)	3804
BACHELOR HOUSING (2168)	3604/4277
CUSTOMER SUPPORT BRANCH (2102)	2107
TROOP UNIT SUPPORT (2569)	2505
INSTALLATION SUPPLY DIVISION (2569)	3800
PLANS AND OPERATIONS (2168)	3811
POL MANAGEMENT OFFICE (2102)	3817
SATO (2180)	3806
TRANSPORTATION FREIGHT SECTION (2101)	3843
TRANSPORTATION OFFICER (2101)	2402
TRANSPORTATION PASSENGER SECTION (2180)	3714
TRANSPORTATION TROOP MOVEMENTS (2180)	2111
TRANSPORTATION UNIT MOVEMENT COORDINATOR (2180)	4228
TROOP ISSUE SUBSISTENCE ACTIVITY (2128)	2000
	3508
DPCA (110)	
ADJUTANT (110)	2201
LINE OF DUTY OFFICER (110)	3707
UNIT FUNDS (110)	3307
ALCOHOL AND DRUG CONTROL OFFICER (110)	3927
COMMUNITY RECREATION DIVISION (1130)	3624/2934
	2808
DPTMSEC (102)	
EVALUATION BOARD (1245)	2203
INSTALLATION SECURITY MANAGER (102)	2612
McCOY AIRFIELD (6038)	3907
RANGE AND TRAINING (2842)	4232/4207
RESERVE COMPONENTS DIVISION (2168)	3309
TRAINING SUPPORT CENTER (2113)	3721/2713
	2717
INSTALLATION MEDICAL SUPPLY (1099)	3503
EQUIPMENT CONCENTRATION SITE (P3050)	2009/3009
FINANCE (2016)	2211
READINESS GROUP McCOY (1229)	
ADMINISTRATIVE TEAM	2234
ARMOR TEAM	3161
COMPOSITE SERVICE TEAM	3513
ENGINEER TEAM	3696
FIELD ARTILLERY TEAM	3991
INFANTRY TEAM	3452
MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM	2895
MEDICAL TEAM	2301
	3555
WISCONSIN NATIONAL GUARD MATES (242)	3775

AFTER DUTY CALLS ---- DIAL 5 + AREA CODE (OTHER THAN 608) + SEVEN DIGIT #.

1 January 1989

ANNEX B

TAT LIST
(To Accompany Troops)

Small, easily transportable items that unit could obtain if needed by borrowing within their parent major command if necessary and bring to annual training regardless of the mode of transportation used.

COLUMN I

Accessory Outfit, Field Range

Aiming Circles, Clinometers

Theodolites, and Transits

Rag, Water, sterilizing

Binoculars, Periscopes - BC
Telescopes, etc.

Camera Sets, all types
Camera Tripods

Case, office machine

Charger, radiac

Climber Sets, Tree-pole

Clock Message Center

Clothing & Equipment
(Individual & Organizational)

Compasses, all types

Cook Sets, field

Dispensing Pumps, hand

Drafting Sets

Field Desks

File Cabinets

Fingerprint Sets

Fire Direction Sets

Fire Extinguishers

Flashlights

Gloves, leather

Goggles
(Drive-Safety, etc.)

Hand Tool

ID Laminators

Individual Tool Kits, all types
(i.e., General Mechanic, TE-33, etc.)

COLUMN II

Lanterns, Gasoline & Electric

Lettering Sets

Mess Kits

Mask, protective

Mittens, asbestos

Office Machines
(Typewriters, Calculators, Duplicators)

Office Supplies
(Paper, Cutter, Rulers, Staples, Perforators, etc.)

Padlocks

Panel Markers

Pioneer Tools
(Axes, Picks, Shovel)

Radiacmeters

Radio Remote Control Sets,
AN/GRA-6 and similar

Scales, graphical, firing

Sign Painting Sets

Spouts, gasoline can

Sub-caliber Devices

Tableware Outfits (Officer mess)

Telephone Sets w/batteries, headsets and microphones

Test Sets, all types
(Electronic, Petroleum, etc.)

Vacuum Jugs

Watches, stop and wrist

Weapons, crew served, shoulder fired
(Machine guns, grenade/rocket launchers)

Weapons, individual hose, water

ANNEX C

COMMUNITY RECREATION DIVISION FACILITIES
Chief, CRD, Building 1130, Extension 2808

ALL HOURS AND INFORMATION ARE IN EFFECT FROM 1 MAY TO 30 AUGUST
UNLESS OTHERWISE POSTED AT THE FACILITY

FITNESS CENTER

Installation Fitness Center (Building 1122) Extension 1190

Hours of Operation: Hours to be published in the Fort McCoy Services Sheet.

The gym contains three basketball courts, two indoor handball/racquetball courts, volleyball facilities, gymnastics equipment, two saunas (male and female) and a complete weight room with a 26' square wrestling mat. Sports equipment may be checked out for individual or unit use.

INDOOR SWIMMING POOL

Installation Fitness Center (Building 1122) Extension 2625

Hours of Operation: To be published in Fort McCoy Bulletin.

Located in the Fitness Center, this olympic size pool is heated for your swimming comfort.

TENNIS COURTS

Fort McCoy has four lighted courts for your use. Two courts are located on MacMullin Field and two courts are located on "F" Street next to the Chapel Center, Building 2675.

ALL RESERVATIONS MUST BE CLEARED THROUGH FITNESS CENTER Extension 2290

SOFTBALL DIAMONDS

There are fourteen softball diamonds on post. Four are located on MacMullin Field, four on Drill Field #4, three on Drill Field #1 and three on Drill Field #3.

RESERVATIONS FOR ALL DIAMONDS MUST BE CLEARED THROUGH FITNESS CENTER, Extension 2290

RECREATION CENTER

Recreation Center #1 (Building 2000) Extension 3213

Hours of Operation: To be published in Fort McCoy Bulletin.

Your Recreation Center offers a wide variety of activities including pool, ping pong, amusement machines, playing cards, chess, checkers, scheduled bingo and other games. Musical instruments, listening booths, stereos, color TV, VCR's and videotapes are also available. Refreshments are served on weekends and some entertainment is scheduled.

LIBRARY

Library (Building 2000) Extension 2410

Hours of Operation: To be published in Fort McCoy Bulletin.

ARTS & CRAFTS

Crafts Center (Building 751) Extension 4353

Hours of Operation: Hours to be published in the Fort McCoy Services Sheet.

The Craft Center is a well equipped facility offering many activities including pottery, molds, ceramics, leathercraft and mini-crafts. The Crafts Center also has a sales store where you may purchase materials needed for projects at a minimal cost. Also located in the Crafts Center is the Photo Lab and a consignment gallery.

Automotive Craft Shop (Building 1764) Extension 2872

Hours of Operation: To be published in the Fort McCoy Bulletin.

Three bay shops with a wide selection of hand and power tools for engine tune-up and overhaul.

Woodcraft Shop (Building 1133) Extension 2973

Hours of Operation: Reservation basis.

The Woodcraft facility is well equipped with all necessary hand and power tools for woodcrafting.

SQUAW LAKE OUTDOOR RECREATION AREA

Administrative Building (Building 8052) Extension 3517

The Squaw Lake Outdoor Recreation Area will open late April or early May. The following facilities are included in the recreation area:

1. One hundred and fourteen trailer pads complete with electric hookups, picnic tables, a sewage dump station and three comfort stations, with latrines and showers.
2. Large picnic area with two covered shelters, picnic tables and barbecue grills.
3. Two-mile hiking trail with nature stations and waterfalls.
4. Beach.
5. Paddle boats and canoes available to rent.

PICNIC AREAS

Picnic areas are available for company parties. Two are in the area of South Post Swimming Pool and one at Stilwell Dam. Picnic areas must be reserved through CRD before use. Extension 3517

OUTDOOR RECREATION RENTAL CENTER

Rental Center (Building 1121) Extension 2619

Hours of Operation: To be published in Fort McCoy Bulletin.

Fishing rods and reels, boats and motors, archery equipment, bicycles, and golf clubs, televisions, camping gear, and many other items are available for rental.

SKI HILL

Ski Hill (Building 8061) Extension 4498

Hours of Operation: To be published in Fort McCoy Bulletin.

Ski Hill is located on the west side of the post beyond the Squaw Lake Area. A T-Bar ski lift is available for downhill use, to include a rental shop complete with skis, boots and poles. Cross country ski equipment and trails are also available for daily use. A tube tow is also available.

LOCAL GOLF COURSES

The following information is furnished as to location of local golf courses.

1. Sparta Golf Club: Located at 1210 East Montgomery Street. This is a challenging 18-hole course. New club house with bar and restaurant is also available.

2. Hiawatha Golf Club: Located off Hwy 21, 1 mile west of US 12, between Fort McCoy and Tomah. This is a 9-hole course.

3. Holiday Lodge Country Club, Wyeville: Hwy 21 to Wyeville. Follow signs to Holiday Lodge. This is a shorter 9-hole course with restaurant and bar available.

4. Maple Grove Country Club, West Salem: Located off Hwy 16 just past West Salem. This is one of the finest 18-hole golf courses in the area. Club house and restaurant are also available.

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NO.

RECEIVING OFFICE COLLECTION VOUCHER NO

RECEIVING OFFICE

ACTIVITY (Name and location) (Include ZIP Code)
Furnishings Management, WOXY4M, Bldg 2168, HQ Fort McCoy, Sparta, WI 54656-5000

RECEIVED AND FORWARDED BY (Printed name, title and signature)
JAMES WEGNER, DAC
Property Book Officer

DATE
10 June 19XX

DISBURSING OFFICE

ACTIVITY (Name and location) (Include ZIP Code)
Finance and Accounting Officer, Fort McCoy, Sparta, WI 54656-5000

DISBURSING OFFICER (Printed name, title and signature)
PATRICIA A. CLARK, MAJ, FC F&AO
BY DEPUTY

DISBURSING STATION SYMBOL NO
5409

DATE RECEIVED SUBJECT TO COLLECTION
11 June 19XX

PERIOD: FROM TO

DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
8 Jun	336th TC	7340-00-241-8170 Knife, Table, Steak 8 .32, 10 each	$3.20	213019
		"Used in lieu of an investigation, para 2-1 AR 735-11."		
		NOTE: WHEN TURNING IN DINING FACILITY FUNDS A UNIT SUB-VOUCHER MUST BE PLACED IN THE "RECEIVING OFFICER COLLECTION VOUCHER NUMBER" BLOCK		
		Sample		
		TOTAL		

DD FORM 1 APR 87 1131 REPLACES EDITION OF 1 APR 80 WHICH IS OBSOLETE

Form approved by Comptroller General, U.S. 30 January 1968

USAISC ACTIVITIES
FORT McCOY PUBLIC PAY PHONES

BUILDING	LOCATION
Information Center/Shelter	Main Gate
101	Community Club
107	BOQ
752	Club Annex
905	Officer/Civilian Club
1010	Troop Medical Clinic
1122	Rumpel Fitness Center
1316	ARRTC
1321	ARRTC
1359	ARRTC
1421/1422	ARRTC Classrooms
1432/1433	ARRTC Classrooms
1558	Burger Bar/Drive-In
1664	Barber Shop
1668	Main Post Exchange
1680	HQ Co, USAG Day Room
1700 Area	Parking Lot
1746	Day Care Center
1849	SR NCO Club
2000	Rustic Inn/Recr Center
2558	Club Annex
8052	Squaw Lake Recr Center
WI State Patrol Academy	New Bldg Site
Airfield	Military Airfield Bldg

ANNEX F

MULTIPLE UNIT TRAINING ASSEMBLY (MUTA) OPERATIONS

F-1. Advance Party: Advance party personnel must report to the Reserve Component Support Division (RCSD), AUTOVON 280-3721/3713 or Commercial (608)-388-3721/3713, Building 2168, before coordinating with any other staff section. The advance party must arrive not later than 1300 hours on Friday of the training weekend scheduled in order to have sufficient time to obtain all requested facilities/ equipment.

F-2. Billeting: Units requesting billeting must submit Fort McCoy Form #38 through their headquarters for approval to the RCSD. Units are not authorized direct contact with the Billeting Office for coordination. Units requesting cancellation of assigned buildings must submit DA Form 2496 to the RCSD at least fourteen (14) days prior to scheduled arrival to preclude activating unnecessary buildings.

F-3. Meals: Meals are provided by the Garrison Dining Facility located in Building 1726. Meals are prepared based on your support request (Fort McCoy Form #38, Paragraph 15). It is essential that your meal requirements be accurate. Any change from original requirements must be submitted to the MUTA Coordinator not later than 72 hours prior to unit arrival. Failure to make proper notification of change results in meals being prepared which are not required. Costs incurred for no-shows may be charged to the requesting unit. Roster must be provided with name of individuals scheduled to eat in the Garrison Dining Facility.

F-4. Ammunition: Ammunition Forecast and Request for Issue and Turn-In of Ammunition (DA Form 581) must be submitted, through channels for approval, in accordance with FORSCOM Circular 350-4, dated 24 January 1978, and FORSCOM message 041526 October 1978. Units submitting ammunition forecast and ammunition request directly to Fort McCoy should expect delay in obtaining approval and may result in delay or cancellation of unit training. Telephonic approval of ammunition forecast and ammunition request between this installation and unit's major headquarters is no longer authorized.

F-5. Audiovisual Support: Units requesting audiovisual support for MUTAs must submit DA Form 4103 to the RCSD for coordination. No other form will suffice for this request. Units are not authorized direct contact for coordinating equipment requirements with the Training Support Center.

F-6. POL: Units that require POL support for MUTA operations must indicate total requirements on Fort McCoy Form #38, Paragraph 8. POL points on this installation operate on a Monday through Friday schedule. Failure of units to request POL and/or notify the RCSD of an increased requirement of POL may cause an operation delay and could result in cancellation of unit training. POL requirements and/or increase in requirements not submitted on Fort McCoy Form #38 must be submitted in writing to the RCSD a minimum of thirty (30) days prior to scheduled MUTA.

ANNEX G

FIRE DANGER CHART

FIRE DANGER CLASS	RESTRICTIONS NECESSARY TO AVERT SERIOUS VEGETATION FIRES
0 (VERY LOW)	
1 (LOW)	All authorized ammunition, explosives and pyrotechnics are allowed on live fire ranges and training areas, as approved by Range Control.
2 (MODERATE)	White phosphorous (WP) will be used in the center of the impact area only.
3 (HIGH)	a. Pyrotechnics, or other incendiary devices to include explosive simulators, smoke grenades, flares, etc will not be used in training areas. b. No tracer ammunition will be used on South post ranges. c. Tracers or other incendiary devices will be used on North post ranges only as approved by Range Control.
4 (VERY HIGH)	a. Artillery WP will be fired in the center of the impact area only. Mortar WP will not be fired. No illumination rounds will be fired. b. Tracer ammunition will be used only on ranges contained by a currently maintained fire break and pre-burned as approved by the Range Control and the Fire Chief.
5 (EXTREME)	Only ball ammunition will be used. No other type of ammunition, pyrotechnic or explosive will be used.

ANNEX H

FORT MCCOY FORM 38A

Fort McCoy Form 38A will be completed in accordance with the following instructions.

Block 1. Dates: Place the actual dates of use.

Block 2. Times: Place the exact times the facility is requested. Night fire ranges and times must be identified separately.

Block 3. Unit: List the unit that will be occupying the facility; i.e., A 1/456 IN.

Block 4. Facility: List a primary and alternate facility. NOTE: If the primary facility is not available and an alternate facility is not requested, then NO facility will be assigned.

Block 5. Weapon: Type of weapon to be used, including lasers.

Block 6. Ammunition: Type and Caliber of ammunition to be fired; i.e., 40mm TPT or 7.62mm ball and trace.

Block 7. Special Coordination: Briefly state the intent of the training. If neither the primary or alternate ranges are available, Range Scheduling will look to this block for guidance. If some other range will be appropriate for the intended training that range will be assigned. If there is no intention stated or if it does not adequately describe the desired training then NO training facility will be assigned. Also, if your unit will operate laundry sites, shower sites, POL farms, water purification site, vehicle decon, earth-moving, abatis, or timber cutting, annotate in this section.

Block 8. Acknowledge/approval for joint use:

Block 10. No. of Personnel: Indicate the number of personnel that are expected to train.

Block 11. Signature: Signature of requestor and date.

Block 14. Cancellation: If cancellation is requested resubmit a copy of the original request with this block annotated. Also type "cancellation" across the top margin.

Blocks 12, 13, 15 are for DPTMSEC use only.

REQUEST FOR
RANGE, LAND AND TRAINING FACILITIES

FOR USE OF THIS FORM SEE INSTRUCTIONS IN ANNEX H, FORT MCCOY REG 350-2

TO:	FROM:	Date:
Commander Fort McCoy ATTN: AFZR-PTR Fort McCoy, WI 54656-5000	Commander A 1/987 IN P.O. Box 7000 Madison, WI	1 Sep 88

(1) Dates	(2) Times	(3) Unit	(4) Facility Indicate PRI or ALT	(5) Weapon System	(6) Type Ammunition
1 Jun 89	0700-1930	A 1/987 IN	Rg 31	M16	5.56mm Ball
2 Jun 89	0700-1200	A 1/987 IN	Rg 8	Hand Grenade	Frag
2 Jun 89	1300-1930	A 1/987 IN	Rg 7	M203	40mm HE
1 Jun 89	2100-0100	A 1/987 IN	Rg 34	M60	7.62 Ball & Tracer
			ALT		
1 Jun 89	0700-1930	A 1/987 IN	Rg 1	M16	5.56mm Ball
2 Jun 89	0700-1200	A 1/987 IN	Rg 1	Hand Grenade	Practice
2 Jun 89	1300-1930	A 1/987 IN	Rg 12	M203	40mm TPT
1 Jun 89	2100-0100	A 1/987 IN	Rg 18	M60	7.62 Ball & Tracer

(7) Special coordination, explanation of requirements, remarks: This unit must qualify 87 soldiers on the M16. Familiarize 87 soldiers on hand grenades. Familiarize 16 soldiers on M203. Night fire familiarize 18 soldiers on M60 field fire. Also, please list here any plans for special activities: Shower Points, Laundry Points, POL Farms, Vehicle Decon, Earthmoving Projects, etc.

(8) Acknowledge/approval for joint use:	(9) Type name, grade & title of requestor, Phone No.
	I. M. Rock, SSG, Tng NCO (555) 398-1101
(10) Number of personnel to train:	(11) Signature of Requestor Date
87	I. M. Rock 1 Sep 88

(12) Airspace	(13) Disposition	(14) Cancellation Date

(15) Limitations, Restrictions and Explanations:

FORT MCCOY FORM 38A (1 Jan 1989) All previous forms of this edition are obsolete

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION
For use of this form, see AR 710-2; the proponent agency is AMC

11. DOCUMENT NUMBER	12. CONTROL NUMBER

3. FROM	14. INITIATED BY / 14a. DATE	15. ACCOUNTING & FUNDING DATA
503d Engr Bn (CBT); WEC3AA Fort McCoy, Wi. 54656-5000	CAPT, CE, USAR / 8380	
16. TO	**17. APPROVED BY / 17a. DATE**	**18. AUTHENTICATING OFFICE NO.**
Commander ATTN: AFZR-DI Fort McCoy Sparta, Wi.	LTC, IN, USAR / 8381	

19. ☒ TRANSPORTATION ORDER (Request) ☐ ALLOCATION ☐ TURN-IN ☐ OTHER (Specify)

10 ITEM NO. a	NATIONAL STOCK NUMBER b	LOT NUMBER c	QUANTITY REQUESTED d	QUANTITY ISSUED e	UNIT PRICE f	TOTAL COST g
1	1305 A071 Ctg Ball 5.56 (R1S)		2,500			
2	1305 A143 Ctg Ball 7.62 (E1)		3,000			
	//////////////////////////////////////	////LAST	ITEM//////////////////////////////////////			

TRAINING EVENT CODE
TRAINING EVENT CODE (ALTERNATE LOCATION)
From FORSCOM Cir 350-4

SAMPLE

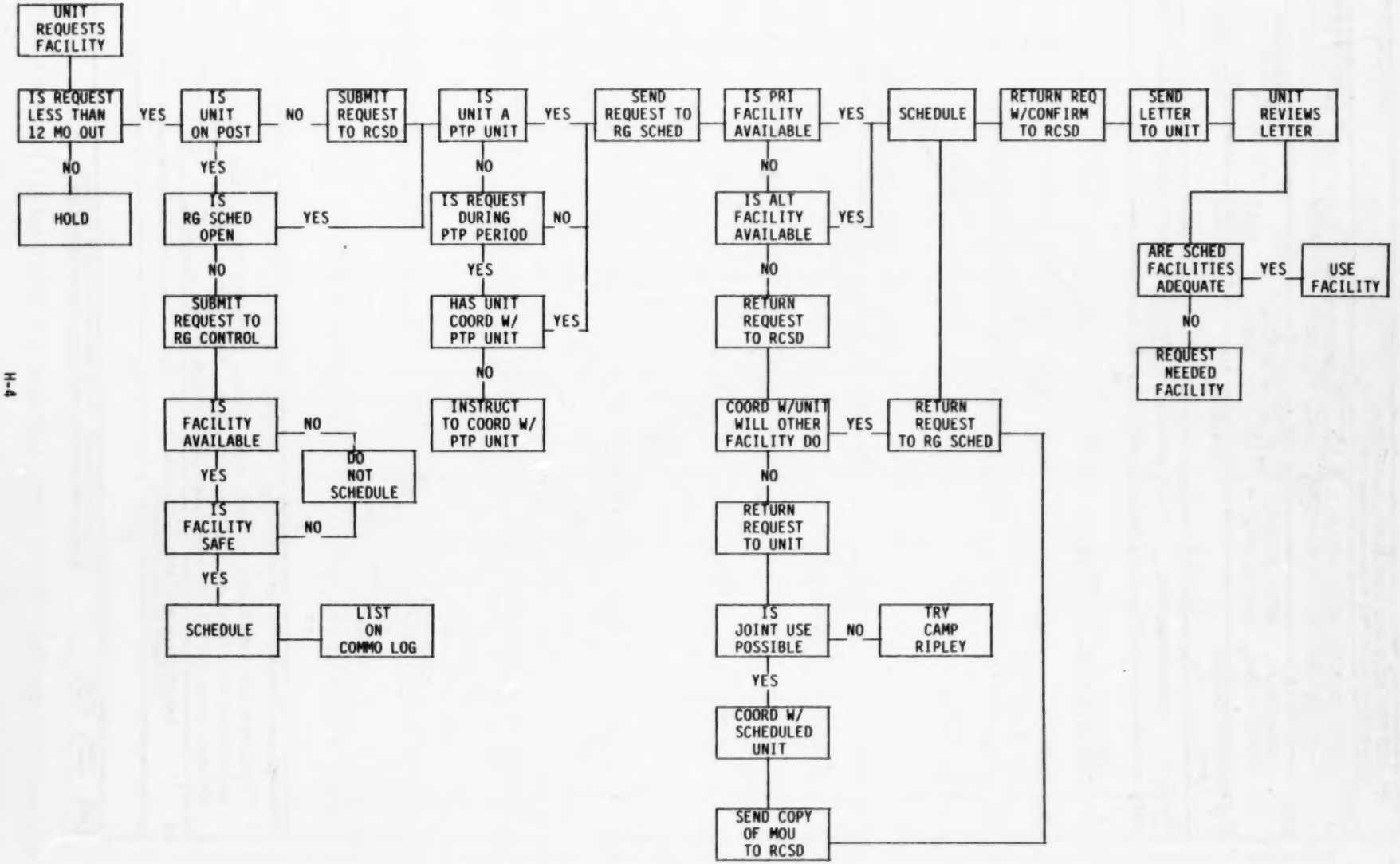
11. REMARKS (Authority, Location of Ammunition, Instructions, etc.)

"Required for immediate expenditure within training ammunition authorization. ammunition not required will be returned. DATE ammo is to be expended 5 Jun 85
Arrival date for AT/or scheduled MUTA dates 2 Jun 85 TRAINING EVENT

12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED		13. RECEIVED QUANTITIES IN "QUANTITY ISSUED" COLUMN	
BY	DATE	BY	DATE

DA FORM 1 MAY 66 581 REPLACES DA FORM 581 1 OCT 45, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 MAY 65 UNLESS SOONER EXHAUSTED.

RANGE SCHEDULING



TRAINING AREA ENVIRONMENTAL RECOVERY PLAN

I-1. The following schedule of closings/limited use periods is provided to establish an environmental recovery plan for Fort McCoy.

SCHEDULE

DATE	CLOSE AND CLEAN AREAS	REOPEN FOR LIMITED USE
OCT 88	TA 108, 109, 209	
OCT 89	TA 106, 107, 202, 203	TA 108, 109, 209
OCT 90	TA 115*	TA 106, 107, 202, 203
OCT 91	TA 111, 112, 212	TA 115
OCT 92	TA 113, 206	TA 111, 112, 212
OCT 93	TA 105, 207	TA 113, 206
OCT 94	TA 104, 210	TA 105, 207
OCT 95	TA 204, 208	TA 104, 210
OCT 96	TA 114, 201	TA 204, 208
OCT 97	Cycle repeats from FY 88	

* TA 115 will be closed; however, Badger DZ will remain open for troop drops.

I-2. Artillery Firing Points will remain open within all training areas. However, units will be limited to a 300 meter radius of battery center when occupying FPs. This limit will be enforced by Range Control.

I-3. During first FY, the training area will be closed to all training. During this year, the training area will be cleaned and environmentally recovered to the fullest extent possible.

I-4. During the second FY, training area will be opened to training, but limited to foot traffic only, with no bivouacs or digging permitted.

I-5. At end of second FY, the training area will be opened to general training, providing that environmental requirements are met prior to clearing the installation.

I-6. Hunting and fishing will be permitted in these closed areas. However, vehicle traffic will be restricted to recognized access roads. Training Areas will be closed to hunting when work parties are present. Closure of these areas to hunting will be accomplished through the GAME LINE.

I-7. Tank Trails and roads around and through closed training areas will remain open. Vehicles will be required to remain on recognized tank trails and roads.

SUPPORT REQUEST
(Fort McCoy Regulation 350-2)

FROM: DATE:

THRU:

TO: Commander
Fort McCoy
ATTN: AFZR-PTR
Fort McCoy, Wisconsin 54656-5000

For submission of support requests, complete this Fort McCoy Form 38 and submit it for approval through your higher command (ARCOM/TAG). The originals must be forwarded to Fort McCoy with the approval from your higher command. If this support request form does not express your support needs clearly and concisely, attach enclosures to this form to re-emphasize important points or support material. If your support request is consolidated with other subordinate units/ companys, please state on a cover letter indicating what units are consolidated together.

1. Training period: _____. _____ ARNG

2. Type of training: _____ MUTA or _____ ANNUAL TNG _____ USAR

3. Training objectives: _____ _____ RA
_____.
(NVG, Ranges, Firing Points, Engr Sites, Schools, ARTEP) _____ USMCR

_____ USNR

4. (a) UIC: _____. (b) DODAAC: _____. _____ USAF

5. Unit POC: _____.
rank name phone _____ OTHER

6. Unit's ARCOM or TAG: _____.

7. Total number of personnel to be physically at Fort McCoy: _____.

1

FORT MCCOY FORM 38 1 Jan 1989 PREVIOUS EDITIONS OF THIS FORM MAY BE USED

8. Complete the elements below based on the number of personnel to be PHYSICALLY at Fort McCoy.

ELEMENTS	No OFF M/F	No EP M/F	ARRIVAL Date/Time	DEPARTURE Date/Time	MODE of Travel	OIC
a. Advance Party						
b. Main Body						
c. Rear Detachment						

9. BILLETING REQUIREMENTS:

Officer Personnel

General _____ (07 or above) Date(s) Required _____ to _____

Unit Commander (06 or above) _____ (Name) _____ (Date of Rank) _____ (Date(s) Required) to _____

Number of BOQ Rooms: (Male)_____ (Female)_____

Senior Enlisted Personnel (E7 - E9):

Number of BEQ Rooms: (Male)_____ (Female) _____
Note: BEQ rooms are assigned only upon arrival.

10. BUILDING REQUIREMENTS: Barracks (Cap 60)_____ Admin (Bn)_____ (Co)_____

Dining Facilities _____ (full facilities _____, refrigeration only _____) or state dining plans (Garrison Mess - Bldg 1726, dine with another unit, field, etc.)_____

_____

(For units without organic dining capability, or requiring advance party to be fed, indicate support required in paragraph 15.)

Maintenance _____ Wash Rack _____ Dispensary _____ POL Shed _____

Classrooms _____ (No of rooms) _____ (Capacity each) Fire Station _____ Chapel _____

11. PARKING SPACE REQUIREMENTS:

Wheeled Vehicles _____ Track Vehicles _____ POVs _____
Aircraft (Number/Type) _____

12. If training activities require joint facility usage with another unit, state unit, type facilities, and dining plans _____

_____

13. POL SUPPORT: (# of gals) MOGAS _____ Diesel _____ JP-4 _____

14. COMMUNICATIONS & ELECTRONICS:

a. Number of nets to be operated: _____

b. Type of equipment and frequency range: _____

c. Method of operation (voice, CW, RTT): _____

d. Telecommunications support needed: _____

and location (grid coord if approp) _____

15. DINING SUPPORT FROM INSTALLATION DINING FACILITY (BLDG 1726): Number of persons each meal: (Units with organic mess, for Advnce/Rear Detachment ONLY).

Date	Breakfast	Lunch	Dinner
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

16. EQUIPMENT REQUIREMENTS: a. MUTA: Letter format directly to ECS.
b. Annual Training: FORSCOM Form 156-R thru channels IAW FORSCOM Regulation 350-2.

17. ADDITIONAL SUPPORT ATTACHMENTS: (Check one block per item listed)

a. Ration request (DA 2970, AR 30-1, w/ch 2, dtd 15 Jan 80)
☐ Attached ☐ NA ☐ To be forwarded on _____

b. Ammunition Forecast McCoy Form 39 (or AFZR-SB 1117)
☐ Attached ☐ NA ☐ To be forwarded on _____

c. AT Training Equipment (FORSCOM Form 156-R, IAW FORSCOM Reg 350-2)
☐ Attached ☐ NA ☐ To be forwarded on _____

d. Range safety officers orders/firing diagram (Fort McCoy Regulation 385-1)
☐ Attached ☐ NA ☐ To be forwarded on _____

_____
Commander Signature

_____
Commander name (Printed) Rank

_____

UNIT STRENGTH REPORT

SUBJECT: Fort McCoy Annual Training Unit Strength Report

FROM: UNIT _____

BUILDING NUMBER AT FORT MCCOY _____

TELEPHONE NUMBER AT FORT MCCOY _____

TO: RESERVE COMPONENT SUPPORT DIVISION (RCSD)
ATTN: AT COORDINATOR
BUILDING 2168
FORT MCCOY, WISCONSIN 54656-5000

TRAINING PERIOD AT FORT MCCOY: FROM _____ TO _____

UNIT IS: ARNG___ USAR___ USMC___ USAF___ USN___ RA___ OTHER_____

UNITS TOTAL STRENGTH OF PERSONNEL AT FORT MCCOY FOR THE PERIOD MENTIONED ABOVE INCLUDES THE FOLLOWING: ENSURE ALL PERSONNEL ARE INCLUDED IN TOTAL

ENLISTED_____ OFFICER_____ WARRANT OFFICER_____ ATTACHED_____ TOTAL_____

EXAMPLE OF ATTACHED PERSONNEL WOULD BE - IRR's, EVALUATORS, ADVISORS, ETC.

Submit this report to the address listed above NLT the first Monday of your training period.

NAME: _____

GRADE: _____

SIGNATURE: _____

AFZR-PT FORM 1752 1 OCTOBER 1987 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

TRAINING–AUDIOVISUAL WORK ORDER

For use of this form, see AR 108-2; the proponent agency is ODCSOPS.

WORK ORDER NUMBER

SECURITY CLASSIFICATION

SECTION I – REQUIREMENT

TO: *(Include ZIP Code)*

FROM: *(Unit or Activity)*

REQUESTOR *(Name, Grade and Phone Number)*

DATE REQUESTED

ALTERNATE POINT OF CONTACT

DATE REQUIRED

DESCRIPTION OF WORK *(Attach diagrams, script, sketch, etc., and list inclosure(s).)*

☐ STILL PHOTO ☐ GRAPHIC ART ☐ TV ☐ AUDIO ☐ MOTION PICTURE

☐ FABRICATION AIDS & DEVICES ☐ OTHER SERVICES *(Specify)* _____

JUSTIFICATION FOR REQUESTED SERVICE

VALIDATION SIGNATURE
Requested service is for official purposes and is required by stated deadline.

SECTION II – JOB ASSIGNMENT *(SECTIONS II THRU VII FOR AUDIOVISUAL OFFICE USE ONLY)*

DATE RECEIVED | DATE ASSIGNED | AUDIOVISUAL FACILITY APPROVAL *(Signature)*

SPECIAL INSTRUCTIONS

SECTION III – PRODUCT RECEIPT

ITEM	SIZE	AMOUNT	DATE COMPLETED

CUSTOMER NOTIFIED | RECEIVED BY: *(Signature)* | DATE

DA FORM 1 SEP 78 3903 REPLACES DA FORM 3903-R, 1 JUN 76, WHICH IS OBSOLETE.

SECTION IV – PRODUCTION SCHEDULE				
ACTIVITY	ACTION	START	COMPLETE	NAME

SECTION V – BILL OF MATERIAL			
ITEM	UNIT	UNIT COST	TOTAL COST

SECTION VI – MISCELLANEOUS		
ITEM	MANHOURS	COSTS

SECTION VII – MANAGEMENT REPORT DATA FOR WORD PROCESSING MACHINE INPUT			
UNIT IDENTIFICATION CODE	PROGRAM AREA *(AR 37-100)*	FISCAL YEAR	WORK ORDER NUMBER

TYPE OF SERVICE	IN HOUSE				OVERHEAD			CONTRACT	
	MAN HOURS	LABOR COSTS	MATERIAL COSTS	WORK UNITS	MAN HOURS	WORK UNITS	COSTS	COSTS	WORK UNITS
STILL PHOTO									
GRAPHIC ART									
AUDIO									
TV									
MOTION PICTURE									
FABRICATION AIDS & DEVICES									
TOTALS									

TOTAL WORK ORDER UNITS	TOTAL WORK ORDER COST	FACILITY CUSTOMER CODE

REVERSE OF DA FORM 3903

GPO : 1986 O - 162-637

TRAINING - AUDIOVISUAL SUPPORT LOAN ORDER

For use of this form, see AR 108-2; the proponent agency is DCSOPS.

SECTION I			SECTION II	
REQUESTOR			LOAN PERIOD	
ISSUE TO:			FROM	TO
			SHIPPING DATES	
			OUT	DUE IN
PURPOSE OF LOAN			METHOD OF DELIVERY	
			☐ PICK UP ☐ MAIL ☐ OTHER	
Listed items have been received and will be used for purpose stated above.			RECORD OF RETURNED ITEMS	
DATE	SIGNATURE	TELEPHONE NO.	DATE	SIGNATURE
FACILITY UNIT IDENT CODE	FACILITY CUSTOMER CODE		FY	LOAN ORDER NO.

SECTION III - MEDIA AND KITS

ITEM NO.	TITLE	SHOWINGS			ATTENDANCE
		ACTIVE ARMY	RES COMP	OTHER	

SECTION IV - EQUIPMENT AND DEVICES

ITEM NO.	TITLE	USER			HOURS OF USE
		ACTIVE ARMY	RES COMP	OTHER	

SECTION V - USER COMMENTS

☐ FAVORABLE ☐ UNFAVORABLE

SECTION VI - FACILITY MANAGEMENT DATA

PROGRAM AREA *(AR 37-100)*	MEDIA & KITS	WORK UNITS	MANHOURS	COST
	EQUIPMENT & DEVICES	WORK UNITS	MANHOURS	COST

DA FORM 1 SEP 78 4103 REPLACES DA FORM 4103-R, 1 JUN 78, WHICH IS OBSOLETE. ★U.S.GPO:1978-0-785-124/80

ANNUAL TRAINING EQUIPMENT REQUIREMENTS

(FORSCOM Reg 350-2)

INSTR: Requirements for administrative type vehicles, aircraft, ammunition, POL, expendable supplies, comp and station property, training aids and audio visual equipment will not be requested on this form.

| | | |

REQUEST FOR
RANGE, LAND AND TRAINING FACILITIES

FOR USE OF THIS FORM SEE INSTRUCTIONS IN ANNEX H, FORT MCCOY REG 350-2		
TO: Commander Fort McCoy ATTN: AFZR-PTR Fort McCoy, WI 54656-5000	FROM:	Date:

(1) Dates	(2) Times	(3) Unit	(4) Facility Indicate PRI or ALT	(5) Weapon System	(6) Type Ammunition

(7) Special coordination, explanation of requirements, remarks:

(8) Acknowledge/approval for joint use:	(9) Type name, grade & title of requestor, Phone No.
(10) Number of personnel to train:	(11) Signature of Requestor Date

(12) Airspace	(13) Disposition	(14) Cancellation Date

(15) Limitations, Restrictions and Explanations:

FORT MCCOY FORM 38A (1 Jan 1989) All previous forms of this edition are obsolete

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION For use of this form, see AR 710-2; the proponent agency is AMC.	1. DOCUMENT NUMBER		2. CONTROL NUMBER
3. FROM:	4. a. INITIATED BY	b. DATE	5. ACCOUNTING & FUNDING DATA
6. TO:	7. a. APPROVED BY	b. DATE	8. AUTHENTICATING OFFICE NO.
9. ☐ TRANSPORTATION ORDER (Request)	☐ ALLOCATION	☐ TURN-IN	☐ OTHER (Specify)

10. ITEM NO. a	NATIONAL STOCK NUMBER b	LOT NUMBER c	QUANTITY REQUESTED d	QUANTITY ISSUED e	UNIT PRICE f	TOTAL COST g

11. REMARKS (Authority, Location of Ammunition, Instructions, etc.)	

12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED		13. RECEIVED QUANTITIES IN "QUANTITY ISSUED" COLUMN	
BY:	DATE	BY:	DATE

DA FORM 1 MAY 68 581 REPLACES DA FORM 581, 1 OCT 48, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 MAY 68 UNLESS SOONER EXHAUSTED.

ARMY RESERVE ACTIVITIES SUMMER TRAINING AMMUNITION REQUIREMENTS
(Read Instructions Carefully)

a. Unit	Page of Pages c Date
	d. Period
b. Location (Include ZIP Code)	e. Site
	f. Programs

(1) Ammunition Item Description FSC & DODAC (1305-A086)	(2) Quantity Requested	(3) Quantity Auth by Major Cmd	(4) Unit Price	(5) Total Price

Remarks:

FORT MC COY FORM 39 1 DEC 80 REPLACES AFZR-DI FORM 1117, 1 NOV 77 WHICH WILL BE USED UNTIL EXHAUSTED.

INSTRUCTIONS

ITEM	EXPLANATION
a.	Indicate unit designation as it appears on the Morning Report.
b.	Mailing address with postal ZIP Code.
c.	Indicate date on which the worksheet is prepared.
d.	Indicate as annual unit training for the specific calendar year. (Inclusive dates)
e.	Installation where requesting unit is scheduled to train.
f.	ATP governing unit concerned.

Column (1) Indicate ammunition item by the same nomenclature (Federal Supply Class and DODAAC) as appears in 1300 series Supply Catalogs.

Column (2) Quantity required by unit to conduct programs listed in Block f.

Column (3), (4) & (5) To be completed by Major Command (MUSARC/ROTC Region/State AG).

UNIT FUND
IMWRF-Financial Management
Fort McCoy, Wisconsin 54656-5000

REQUEST FOR UNIT FUND DIVIDEND (submit in duplicate)

Name of Unit _____

Home Address _____

_____

Home Station Telephone Number _____

Fort McCoy Extension _____.

Training Dates _____ (Attach 1 copy of orders)

Present for duty strength on day main body arrives for training.

Officers _____

Enlisted _____

Other _____

Total _____

_____
Signature of Manager

_____
Typed Name & Rank

Computation - to be completed by IMWRF - Financial Management

Strength _____ x _____ days ÷ 30 = _____

Rate $1.00 $_____

AFZR-PA FORM 1526 1 APR 1987 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

SEE PRIVACY ACT STATEMENT ON REVERSE SIDE: BILLETING ASSIGNMENTS

NAME OF UNIT _____ NG _____ (State) BOQ # _____ BEQ # _____

Address: _____ USAR _____ RCQ # _____

NOTE: Excess keys must be turned in. Charges will be assessed for all keys issued. Checkout time is 1100 hours.

ROOM NUMBER	RANK NAME	SSAN	UNIT	PERIOD QUARTERS USED	INDIVIDUAL SIGNATURE

The undersigned officers certify that the information on this form is correct to the best of their knowledge and further certify that only the personnel authorized to receive maid service were actually quartered in the subject buildings.

Authenticating Officer (Grade, Organization) _____ Accepting Officer (Bachelor Housing Representative)

AFZR-DI FORM 907 1 FEB 1984 PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNITL EXHAUSTED.

DATA REQUIRED BY THE PRIVACY ACT

Authority: E.O. 9397 44 U.S.C. and 3101

Principal Purpose: This form is utilized by Bachelor Housing office to identify personnel occupying Bachelor Officer Quarters on Post and obtain reimbursement from parent organization.

Routine uses: This form serves as the source document for reimbursement of billeting fees by the USPFO and various coordinating installations having the funding responsibility for the occupant. The SSN is the individual's service or employment identification number and is thus needed for purposes of establishing his financial records. The SSN is used in this case to identify, for financial purposes, the occupant of Bachelor Housing facilities.

Disclosure: Disclosure is voluntary.

☆ U.S. GOVERNMENT PRINTING OFFICE 1988—543-461/82033